



EXTERNSHIP PROGRAM

STUDENT HANDBOOK

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Introduction

Externships or field placements allow students the opportunity to integrate the theoretical knowledge learned in the classroom with the practical experience of on-the-job training. Unlike an internship, an externship allows a student to receive academic credit as they continue to learn outside of the classroom. The Externship Program at John Marshall Law School (JMLS) offers students a variety of field placements to enhance their legal education. Students who participate in the Externship Program gain the practical experience and confidence necessary to embark on a successful legal career.

Mission

The Externship Program's mission is to provide students with quality field placements that develop professional and practical skills while providing the academic support needed to ensure a successful and meaningful on-the-job performance.

Externship Goals

Students must complete an individual goals sheet at the beginning of the semester listing their educational goals from the externship. The goal sheet must be signed by the supervising attorney and returned to the Externship Director. The weekly timesheets will be used to monitor whether the goals are being met.

The goals of the Externship Program are to:

1. Provide professional skills instruction in the following areas:
 - a. problem solving;
 - b. legal analysis and reasoning;
 - c. legal research;
 - d. fact investigation;
 - e. interviewing and counseling;
 - f. negotiation; and

- g. organization and management.
2. Provide students with opportunities to develop their written and oral communications skills by:
 - a. drafting pleadings, legal memoranda and correspondence;
 - b. drafting transactional documents; and
 - c. representing clients in formal and/or informal judicial and administrative proceedings.
 3. Instill fundamental values of the legal profession by:
 - a. acquainting students with the rules governing attorney conduct in their jurisdictions;
 - b. enhancing students' abilities to recognize, address and resolve ethical issues in context; and
 - c. emphasizing the lawyer's responsibility to:
 - i. provide competent representation;
 - ii. promote fairness and justice;
 - iii. engage in an on-going process of professional growth and development.
 4. Develop professional practice standards by encouraging students to:
 - a. invite critique by supervisors and peers;
 - b. engage in thoughtful self-assessment; and
 - c. reflect on and extrapolate from placement experiences and observations.
 5. Promote students' understanding of the roles played by the various "actors" in the judicial system.
 6. Promote students' understanding of the psychological and sociological factors that may affect an attorney's ability to be an effective counselor and advocate for his or her clients.
 7. Provide opportunities for examining the application of legal doctrines learned in the classroom to the resolution of "real world" legal problems.
 8. Expose students to importance of public service and the need for equal access and competent legal representation to all.

Course Description and Requirements

Second and third year students are assigned to work at pre-approved field placements under the supervision of judges or practicing attorneys in corporate legal departments, government agencies and public interest agencies. Field placements that involve litigation are open only to third-year students who are eligible to practice under Georgia's Third-Year Practice Act.

Students engage in a variety of tasks that assist them in developing sound lawyering skills in real-world situations. Field placements are supplemented by classroom sessions. The classroom sessions meet on a regular basis to enhance the student's externship experience. Discussion topics include goal setting, ethical issues, client confidentiality, getting useful feedback from supervisor and work-place challenges.

A. Credit Hours

Students in the program during the regular academic year must earn a minimum of two and no more than three credit hours per field placement. That translates into a minimum of 94 hours a semester or approximately 6.7 hours a week.¹ During the summer, a student may earn up to six credits in an externship.

Students must record their hours on a weekly timesheet signed by the supervising attorney. The timesheets also require a brief synopsis of the work performed each week.

B. Grading

¹ Based on a 14-week semester.

Externships are graded as Pass/No Credit/Fail.² Grades are based on classroom participation and the supervising attorney's assessment of the student including but not limited to the student's work habits, work quality and professionalism. Students who are terminated or asked to leave a placement because of unprofessional or inappropriate behavior will fail the externship.

Note that no more than ten (10) externship pass/fail credit hours will be applied to the credit requirements for a J.D.

C. Withdrawal

A student may withdraw from an externship only with the permission of the Externship Director and the Associate Dean. Since withdrawal from an externship may also mean withdrawing as counsel in a case, the rights of the client(s) affected will be a paramount consideration. JMLS Academic Code § 502(d).

Student Eligibility

Students must have completed all required first year courses, be in good academic standing and have at least a 2.00 GPA **prior** to enrolling in the Externship Program.³ After the field placement interview, students must be accepted by the field placement supervising attorney. Students are not allowed to receive any monetary compensation from the field placements, with the exception of reimbursements for out-of-pocket expenses such as parking. Students accepting placements that will involve litigation must be eligible to practice under Georgia's Third-Year Practice Act, which requires a student to be regularly enrolled and in good standing in a law school in this state and to have satisfactorily completed at least two-thirds of the requirements for the first professional degree in law, a J.D. or its equivalent, in not less than four semesters or six quarters of

² See Section 501 of the Academic Code for a definition of "pass," "no credit," and "fail."

³ First year students are eligible after the summer between their first and second year.

residence. A Dean's Certificate will be sent to the supervising attorney for students practicing under the Act once the requisite credit hours and GPA are verified by the registrar.

Field Placements

All field placements must be approved by the Externship Director. Placements will be approved if they meet the educational goals and objectives of the Externship Program. JMLS has a non-exhaustive list of placements available to students. These placements have been approved and expect to have JMLS students contact them for externships.

If a student is interested in a placement not on the list, they should contact the Externship Director with the placement's information. The Director will then contact and visit the office to approve it for the Externship Program.

In order to be approved, a placement must:

- Be a judicial clerkship or with a governmental agency, corporate legal department or a legal non-profit agency;
- Meet the educational goals of the Externship Program; and
- Provide direct supervision by a practicing attorney.

Placements with private firms or attorneys are allowed if the firm or attorney has pro bono cases referred from a legal service provider or a pro bono project. Students are allowed to work only on the non-profit cases or assignments.

Please note that while a paralegal or secretary may give you an assignment from an attorney, students cannot undertake projects assigned or supervised by non-lawyers. Neither law school policy nor the ABA regulations permit students to earn academic credit for photo-copying, typing or answering the telephone. While you may be asked to do one or all of these activities periodically, they cannot be a regular part of the

placement experience. Students cannot earn credit for time traveling to and from their placement. However, time spent with the supervising attorney traveling to interviews, depositions, hearings or trainings can be counted toward their required credit hours. Supervisors are encouraged to take students with them to practice-related activities outside the office. *Students who feel that they are not given appropriate assignments should contact the Externship Director immediately.*

Registration/Selection Procedures

1. Complete and submit pre-registration form with preferred placements. (Students may interview for up to three (3) placements). Students must also submit a resume.
2. Director submits resumes to the placement's supervising attorney.
3. Attorney contacts Director with names of students selected for an interview. Director contacts students selected.
4. Student contacts placement to schedule interview.
5. Placement's supervising attorney contacts Externship Director with offers
 - a. Director contacts student with offers
 - b. Student declines or accepts by contacting the Externship Director and placement supervisor
6. Register for Externship Class (660-3)
7. Supervisor and student coordinate dates and times of employment. If a student has not heard from the supervisor three weeks before the beginning of the semester, they should contact the attorney for the start date and time.

EXTERNSHIP PRE-REGISTRATION AND INTERVIEW SCHEDULE

Fall Semester - MARCH

Spring Semester - OCTOBER

Summer Semester - JANUARY

NOTE: Students who do not participate in the above interview cycle may still register for an externship. However, they are responsible for securing a field placement. If the field placement is not already approved, the placement must be approved by the Externship Director before the student can register for the class.

Student Conduct

Students must conduct themselves in accordance with the John Marshall Law School Code of Student Responsibility at all times during their externship. Students must be honest in reporting their work hours and conduct themselves professionally at all times. Students who fail to comply with these conduct requirements shall be in violation of the JMLS Disciplinary Rules and shall face disciplinary sanctions up to and including expulsion.

Student Safety

Students are advised to use caution and common sense when traveling to and from their externship site and while working. Students should not go to crime scenes or places outside of the placement office to interview or serve clients or witnesses without a supervising attorney. Students should also avoid giving personal information to clients and witnesses. At all times students should be mindful of their surroundings and exercise caution.

Non-Discrimination Policy

It is the policy of John Marshall Law School not to discriminate on the basis of sex, handicap, disability, race, color, religion, age, national or ethnic origin, marital status, or sexual or affectional preference in its educational programs, admissions policies, employment policies, or other school administered programs. *Students should contact the Externship Director immediately if they feel that they are being harassed or discriminated against.*

Westlaw Policy

Please note that students are not allowed to use their Westlaw accounts to conduct research for their externship. For more details contact Prof. Turner.

APPROVED FIELD PLACEMENTS

- Judicial Placements
- Pro Bono Organizations
- Public Defenders
- Prosecutors
- Other Placements
- Out-of-State Placements

JUDICIAL PLACEMENTS

JUDGE ALBERT COLLIER

Contact: Judge Albert Collier

Clayton County Superior Court
9151 Tara Blvd.
Jonesboro, GA 30236
Phone (770) 477-3440
FAX (770) 473-5992

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies. Externs will work with the judge and the judge's staff on a variety of tasks and assignments.

JUDGE A.L. THOMPSON

Contact: Cicely Barber, Staff Attorney

State Court of Fulton County
Atlanta Judicial Circuit
185 Central Avenue, Suite T3955
Atlanta, Georgia 30303
Phone: 404-730-4497
Fax: 404-730-4376

The State Court of Fulton County operates under the laws of the State of Georgia to try all criminal cases below the grade of felony. The State Court also tries all civil actions regardless of the amount in controversy. This includes attachments, garnishments, proceedings against tenants, foreclosures, and all other actions in which jurisdiction is not in the Superior Court. Externs assist the Judge and the Judge's staff on a variety of tasks.

Judge Bensonetta Tipton Lane

Contact: Barbara Allen, Judicial Assistant

Fulton County Superior Court
T1955 Justice Center Tower
185 Central Ave., S.W.
Atlanta, GA 30303-3643
Phone: 404-302-85353
Fax: 404-335-2864
Email: barbara.allen@fultoncountyga.gov

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies.

Externs will work with the judge and the judge's staff on a variety of tasks and assignments. Specifically, students will serve as a court bailiff. They will observe and/or participate in the courts plea and arraignment and motions calendars, civil status conferences and pre-trial proceedings. Students will also observe post-trial jury interviews.

Interested students must submit a writing sample prior to their interview.

JUDGE JOHN GOGER

Contact: The Honorable John Goger

Fulton County Superior Court

185 Central Ave. S.W.

Suite T8655

Atlanta, GA 30303

Phone (404) 335-8671

FAX (404) 224-0550

Email: john.goger@fultoncourt.org

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies. Externs assist the court through a variety of tasks and assignments.

JUDGE LEON M. BRAUN, JR.

Contact: Judge Braun

Liberty County State Court
103 Memorial Drive
Hinesville, Georgia 31313
Phone: 912-876-7101
Fax: 912876-8007

The State Court of Fulton County operates under the laws of the State of Georgia to try all criminal cases below the grade of felony. The State Court also tries all civil actions regardless of the amount in controversy. This includes attachments, garnishments, proceedings against tenants, foreclosures, and all other actions in which jurisdiction is not in the Superior Court. Externs assist the Judge and the Judge's staff on a variety of tasks.

JUDGE LOUIS LEVENSON

Contact: Mark Harper

185 Central Ave. S.W.
TG800
Atlanta, GA 30330
Phone (404) 681-0680
Email: Mark.Harper@fultoncountyga.gov

The Magistrate Court of Fulton County is seeking an extern to work with Judge Louis Levenson in Landlord tenant litigation cases. Specifically, the Court seeks a third year student who is hard working, has at least a B average and has an interest in litigation and civil procedure. Hours will be Tuesdays and Thursdays from 4 pm until the case concludes or the Court recesses; also each other Tuesday, the Court starts at 2 pm. Cases are heard at the Fulton County Courthouse, 185 Central Avenue. The intern will sit in Court as the Judge's clerk and assist the Judge in any subsequent research and opinion drafting.

Externs are needed for summer and fall semesters.

**State Court of Douglas County
Judge W. O'Neal Dettmering, Jr.**

Contact: Ms. Suzie Hatcher

State Court of Douglas County
8700 Hospital Drive
Douglasville, GA 30134
Phone (770) 489-5235
FAX (770) 489-5242
Email: jndettmering@co.douglas.ga.us

State courts exercise jurisdiction over all misdemeanor violations, including traffic cases, and all civil actions, regardless of the amount claimed, unless the superior court has exclusive jurisdiction. State courts are also authorized to hold hearings on applications for an issuance of search and arrest warrants and to hold preliminary hearings. Students will assist the judge in a variety of tasks and assignments.

JUDGE THELMA WYATT CUMMINGS MOORE

Contact: Amira Arshad, Staff Attorney

Fulton County Superior Court
185 Central Ave. S.W.
Suite T4905
Atlanta, GA 30303
Phone (404) 730-4305
FAX (404) 730-0162

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies. Externs will work with the judge and the judge's staff on a variety of tasks and assignments.

JUDGE CONSTANCE C. RUSSEL

Contact: Vickie Edwards-Hood, Judicial Assistant and Civil Case Manager

Fulton County Superior Court
T5705 Justice Center Tower
185 Central Ave., S.W.
Atlanta, GA 30303-3643
Phone: 404-335-2803
Fax: 404-335-2814
Email: Vickie.edwards-hood@fultoncountyga.gov

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies.

Externs will work with the judge and the judge's staff on a variety of tasks and assignments. Specifically, students will serve as a court bailiff. They will observe and/or participate in the courts plea and arraignment and motions calendars, civil status conferences and pre-trial proceedings. Students will also observe post-trial jury interviews.

Interested students must submit a writing sample prior to their interview.

CHIEF JUDGE TONNY S. BEAVERS PAULDING COUNTY SUPERIOR COURT

Contact: Chief Judge Tonny S. Beavers

Paulding County Superior Court
11 Courthouse Square
Dallas, GA 30132
Phone: 678-363-2900
www.paulding.gov

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies. Externs will work with the judge and the judge's staff on a variety of tasks and assignments.

JUDGE URAL D. GLANVILLE

Contact: Victoria Kealy Staff Attorney

Fulton County Superior Court
185 Central Ave. S.W.
Suite T5905
Atlanta, GA 30303
Phone (404) 302-8591
Direct (404) 302-8593
Fax (404) 893-6605

Email: victoria.kealy@fultoncountyga.gov

Superior court is Georgia's general jurisdiction trial court. The court has exclusive, constitutional authority over felony cases, divorce, equity and cases regarding title to land. The superior court corrects errors made by lower courts by issuing writs of certiorari; for some lower courts, the right to direct review by the superior court applies.

Externs will work with the judge and the judge's staff on a variety of tasks and assignments.

PRO BONO ORGANIZATIONS

AMERICAN CIVIL LIBERTIES UNION FOUNDATION (ACLU) VOTING RIGHTS PROJECT

Contact: Katie O'Connor (extension 231)

Southern Regional Office
2600 Marquis One Tower
245 Peachtree Center Ave.
Atlanta, GA 30303-1227
Phone (404) 523-2721
FAX (404) 653-0331

Email: koconnor@aclu.org

Website: www.aclu.org

The ACLU's Voting Rights Project works to protect the gains in political participation won by racial and language minorities since passage of the 1965 Voting Rights Act, and is working to renew and restore these rights in three crucial sections of the VRA set to expire in 2007.

ATLANTA LEGAL AID SOCIETY

Contact: Marian Burge, Deputy Director
Atlanta Legal Aid Society, Inc.
151 Spring Street, NW
Atlanta, GA 30303-2097
PHONE (404) 614-3906
FAX (404) 525-5710

Email: mburge@atlantalegalaid.org.

Atlanta Legal Aid Society welcomes applications for summer legal intern positions, from students who have completed their first or second year in law school.

We have 10-15 openings for first or second year law students, who have their own school funding or course credit, who obtain foundation funding, or who can volunteer. Work by first year interns focuses upon special projects; or research, writing, investigation, document collection, and observation regarding ongoing cases. Second year interns are given more direct contact with clients and witnesses, and may handle administrative hearings involving such issues as unemployment benefits, food stamps, and housing grievances.

Each summer intern receives program orientation at the beginning of the summer, a primary supervisor (with ongoing responsibility for mentoring and on the job training), and opportunities to work with other staff in the work unit to which she/he is assigned. Interns meet with each other and a summer intern coordinator several times during the summer, to compare work notes. There are also several social gatherings for interns.

Students with funding or school credit are expected to work full time for at least 10 weeks. Volunteers (work with no funding or school credit) are asked to commit at least 6 weeks of full time work, or 10 weeks of at least 20 hours per week. The more time a volunteer can commit to the internship, the more likely a successful placement with one of our work units. Intern applications are reviewed by a hiring committee member. Qualified applicants may not be placed if they are not able to volunteer or obtain their own funds, or because there are not enough openings for all the interested applicants. (In the year 2004 we had more than 250 applications for 20 summer intern slots.)

ATLANTA VOLUNTEER LAWYERS FOUNDATION ONE CHILD, ONE LAWYER

Contact: Lila Bradley, Staff Attorney

235 Peachtree Street
Suite 1750, North Tower
Atlanta, Georgia 30303
(404) 521-0790
Email: lbradley@avlf.org
Website: www.avlf.org

The mission of One Child, One Lawyer is to provide each child removed from an abusive home with appropriate legal representation by a trained and committed attorney speaking on behalf of that one child and advocating for that unique child's best interests and individual needs. AVLF uses law student externs to assist the volunteer attorney.

AVLF plans to offer legal representation to the children whose grandparents or other relatives are seeking to obtain guardianship or custody from parents who are allegedly not caring for the children. The staff attorney and two to three law students will conduct preliminary investigations of each case, with a focus on the best interest of the child who is the subject of the action. The law students will appear in court with the attorney at the first hearing on the case to advocate on behalf of the child's best interests. If the case is not resolved, diverted, or dismissed at the first hearing, AVLF will refer the case to another volunteer attorney, who will partner with a law student to fully investigate the case and advocate on behalf of the child until the case is resolved.

THE ATLANTA VOLUNTEER LAWYERS FOUNDATION (AVLF)

DOMESTIC VIOLENCE PROJECT

Contact: Jenni Stolarski, Project Director

Atlanta Volunteer Lawyers Foundation

235 Peachtree Street, N.E.

Suite 1750

Atlanta, Georgia 30303

(404) 521-0790 ext. 29

Email: rturner@avlf.org

Website: www.avlf.org

The Atlanta Volunteer Lawyers Foundation ("AVLF") has become a leading legal advocate for victims of domestic violence in the metropolitan Atlanta area. The Domestic Violence Project trains private attorneys and third-year law student externs to represent victims of domestic violence in obtaining temporary protective orders ("TPO's"). The Georgia Family Violence Act provides for civil relief to victims of domestic violence through an initial ex parte hearing, followed by a second hearing after service upon the respondent. AVLF provides pro bono representation to victims at both of these hearings.

THE CARTER CENTER

Contact: Lauren Kent-Delany
Director, Educational Programs

453 Freedom Parkway
One Copenhill
Atlanta, GA 30307
E-mail: trieger@emory.edu
Phone (404) 420-5179
Fax (404) 420-519

Website: <http://www.cartercenter.org/homepage.html>

The Carter Center is committed to waging peace, building hope, and fighting disease, and interns have the opportunity to work for Carter Center programs that contribute to this mission. Carter Center interns make vital contributions to the Center's work. In turn, The Carter Center provides a substantive learning experience that serves as a basis for interns to explore their career options and to develop professional skills. Internships are offered during three sessions per year to undergraduate juniors and seniors, graduate students, and recent graduates (graduated in the past 24 months). Prospective interns are those who have demonstrated superior academic ability and who have coursework, professional or personal experience, and career interests related to Carter Center programs. Interns are required to commit a minimum of 20 hours per week, although many choose to work up to 40 hours a week.

CIVIL PRO BONO PROJECT

Contact: Beverly Iseghohi, Executive Director

104 Marietta Street, NW, Suite 640
Atlanta, GA 30303

Phone: 404-551-6414

Fax: 404-225-5041

Email: biseghohi@cpbflp.org

The Civil Pro Bono Family Law Project (CPB-FLP) mission is to ensure that the children of incarcerated mothers maintain a close relationship – such as visitation – during their mother’s incarceration. The mothers have access to civil legal information and attorneys to help them make the best decisions for their families and improve the quality of life of their children during their separation.

CPB-FLP provides program participants with seminar training, direct legal services and access to relevant resources. Metro-area lawyers volunteer to represent incarcerated mothers in custody, guardianship, visitation, deprivation and termination of parental rights cases.

CPB-FLP provides year-round training opportunities for currently enrolled law students. Under the supervision of the Legal Director, students respond to correspondence from incarcerated mothers, conduct legal research, and meet with the attorney volunteers to brainstorm cases. They also work with the Legal Director to prepare motions.

GEORGIA INNOCENCE PROJECT

Contact: Aimee Maxwell, Executive Director

752 1/2 North Highland Avenue
Atlanta, Georgia 30306
404-872-8236
404-872-8240 (fax)

P.O. Box 171
Decatur, Georgia 30031
(404) 370-7670
Email: aimee@ga-innocenceproject.org
Website: www.ga-innocenceproject.org

The Georgia Innocence Project is a nonprofit organization. The Project will review post-conviction cases, using new DNA technology and other scientific methods, to determine if inmates in Georgia have been wrongfully convicted.

This position offers students interested in criminal law - both prosecution and defense - the opportunity to be involved in the determination of cases viable for consideration by the Georgia Innocence Project. They are looking for energetic, committed, passionate law students to initiate contact with inmates seeking our assistance, review case files and investigate cases. Students will present their cases to our Legal Advisory Committee. If the Committee accepts your case you will be assigned to work with a volunteer attorney towards the ultimate goal of exonerating the inmate.

Applicants must be: organized, confident, able to follow direction, detail oriented, assertive, able to work independently and with a team, responsible, comfortable investigating a criminal case, able to conduct complex research, and committed to public interest work.

Students will be expected to work a minimum of 8 hours a week and will be responsible for setting a firm schedule with the staff. The externship will include evening shelter visits to meet with clients. Externs are needed beginning Fall 2007

GEORGIA JUSTICE PROJECT

Contact: Ron Boyter, Director of Legal Services

438 Edgewood Ave.
Atlanta, GA 30312
Tel: (404)827-0027
Fax: (404)827-0026

Website <http://www.gjp.org>

GJP is an unlikely mix of lawyers, social workers and a landscaping company. GJP defends people accused of crimes and, win or lose, stands with our clients while they rebuild their lives. We believe this is the only way to break the cycle of crime and poverty. Founded in 1986, GJP's mission is to ensure justice for the indigent criminally accused and to take a holistic approach to assist them in establishing crime-free lives and being productive citizens.

GJP law school interns are involved with cases from beginning to end: initial client interviews, writing and filing motions, investigating allegations, meetings with the District Attorneys, and for third-year law students, practicing law in real courts for real cases.

THE GEORGIA LAW CENTER

Contact: David Nolen, Supervising Attorney

100 Edgewood Ave., N.E.

Suite 1625

Atlanta, GA 30303

(404) 681-0680

Email: dnolen@galawcenter.org

Website: www.galawcenter.org

The Georgia Law Center for the Homeless provides representation for homeless people in administrative and judicial proceedings of a civil nature. The Law Center's mission is to provide free, quality civil legal services to homeless people and to play a leadership role in addressing the issues underlying homelessness.

Examples of the types of cases handled include:

- Preventing pending evictions
- Reversing wrongful evictions
- Increasing access to public housing, avoiding public housing lease terminations
- Family Law issues: domestic violence, child support, child custody, deprivation, name changes
- Wage claims
- Access to benefits

Georgia Lawyers for the Arts

Contact: Lisa Moore, Executive Director

King Plow Arts Center
Suite J-101
887 W. Marietta Ave.
Atlanta, Georgia 30318
(404) 873-3911
Email: gla@glarts.org
Website: www.glarts.org

Georgia Lawyers for the Arts (GLA) is a nonprofit organization that provides legal assistance and educational programming to artists and arts organizations in Georgia. GLA provides legal assistance to musicians, songwriters, photographers, filmmakers, painters, poets, graphic designers, actors, theatre companies, dance troupes, museums and artists from many other disciplines. In addition to providing *pro bono* legal services to limited-income artists and nonprofit arts organizations, GLA makes referrals to experienced attorneys for artists that can afford to pay for such services. In an effort to educate artists and arts organizations about their legal rights and responsibilities, GLA conducts 50-60 educational seminars and workshops each year on numerous legal and business-related topics.

GLA provides law students with an opportunity to learn about the exciting world of art and entertainment law. Students receive valuable experience working with clients and attorneys, analyzing and resolving various legal issues facing artists and arts organizations. Students are exposed to numerous substantive areas of the law including intellectual property (copyright, trademark and patent), First Amendment, immigration, labor and employment, nonprofit organizations, and other areas within the field of entertainment law.

GEORGIA LEGAL SERVICES PROGRAM

Contact: Thomas Anthony

GLSP
104 Marietta Street
Suite 250
Atlanta, Georgia 30303

Email: tanthony@glsp.org.

Law students are invited to spend the summer assisting Georgia Legal Services Program in providing free and high-quality legal services to low-income persons with civil problems in Georgia. The Summer Clerkship Program is an integral part of GLSP's hiring process. Students may be placed in any of our office around the state. Clerkships typically last ten weeks.

Student Intern Responsibilities: Interns can work on a variety of assignments under the supervision of attorneys as part of our advocacy team. Activities range from legal research and writing, case planning, fact investigation, client interviews and communication, community education, and where possible, representation of clients at administrative hearings. Interns have represented clients in unemployment, food stamp, and Medicaid hearings.

Student Intern Qualifications: We will consider 1L and 2 L students. Strong writing skills are necessary and Spanish language skills are strongly preferred. Students should seek funding from other sources.

GEORGIA LEGAL SERVICES PROGRAM – FARMWORKER DIVISION

Contact: Dawson Morton

GLSP
104 Marietta Street
Suite 250
Atlanta, Georgia 30303

Email: dmorton@glsp.org

Website: <http://www.lawhelp.org>

We invite you to spend a summer assisting the Farmworker Division of Georgia Legal Services in providing free legal representation to farmworkers in the state of Georgia. We provide employment-related representation to workers in the southern agricultural regions of the state. Typical cases involve failing to pay workers, cheating workers out of wages, discrimination and failure to keep recruitment promises. The office devotes significant resources to meeting with farmworkers to explain legal rights and remedies. Once retained, the office engages in aggressive advocacy on behalf of its farmworker clients. Clients include local Georgians, migrant U.S.-based farmworkers, and guestworkers from Mexico.

Student Intern Responsibilities: Interns will assist staff attorneys in representing mostly Spanish-speaking farmworkers regarding issues related to their agricultural employment and civil rights. Interns will enjoy a full summer of litigation support, legal research and writing, case planning, fact investigation, client communications, and outreach activities to the farmworker community. Summer is our busy time, as the height of the Georgia harvest season occurs from May through July. Student interns will develop their client communication skills through direct contact with workers. Interns will investigate cases, draft affidavits, letters, and pleadings, and will participate in the discovery process. Previous interns have worked on cases involving racial and national origin discrimination, workers smuggled to the U.S. and held in peonage, as well as numerous cases involving serious violations of the Fair Labor Standards Act and the Agricultural Worker Protection Act.

Supervision: Student interns will work closely with and receive their training and assignments from attorneys Dawson Morton, Melissa Lee and Rebecca Miller. Students will receive ongoing feedback as well as mid-summer and final reviews.

Apply: Email cover letter, resume and writing sample to Dawson Morton: dmorton@glsp.org. Applications from both 1L and 2L law students will be considered. Strong writing skills are necessary and Spanish-language skills are strongly preferred. Students typically work from late May through the end of July.

MEXICAN AMERICAN LEGAL DEFENSE FUND ("MALDEF")

Contact: Judith Pichler

41 Marietta Street
Suite 1000
Atlanta, GA 30303
Phone: 678-559-1071, ext. 19
Fax: 678-559-1079

Website: www.maldef.org

Founded in 1968 in San Antonio, Texas, the Mexican American Legal Defense and Educational Fund (MALDEF) is the nation's leading, non-profit Latino civil rights organization. MALDEF is dedicated to protecting and promoting the civil rights of the more than 40 million Latinos living across the United States through advocacy, community education, and litigation. MALDEF currently focuses its efforts in the following program areas: education, employment, immigrants' rights, political access, and public resources equity.

PRO BONO PARTNERSHIP OF ATLANTA

Contact: Rachel Epps Spears, Executive Director

999 Peachtree Street
Suite 230
Atlanta, GA 30309
Phone: (404) 407-5059

Email: rachel.spears@pbpatl.org

Pro Bono Partnership of Atlanta (PBP-ATL) is a tax-exempt public charity whose mission is to make it as easy and enjoyable as possible for transactional lawyers at corporations and law firms to provide valuable pro bono services for nonprofit agencies serving the public interest in Metropolitan Atlanta. Students will assist with screening requests for legal assistance, the initial meeting with the nonprofit client, and providing ongoing support and resources to volunteer lawyers.

Students must be available at least 10 hours a week during the semester or full-time during the summer.

SOUTHERN CENTER FOR HUMAN RIGHTS

Contact: Amanda Parks

83 Poplar Street, N.W.,
Atlanta, GA 30303-2122
Telephone (404) 688-1202
Fax (404) 688-9440
Email: aparks@schr.org
Website: <http://www.schr.org/>

The Center's Human Rights Internships provide law students with hands-on training in all areas of capital and civil rights litigation and advocacy. Each year students spend an entire semester or summer at the Center completing a variety of assignments under the supervision of experienced staff.

Interns should expect to do several of the following tasks while they are at the Center: conduct legal research and draft pleadings, motions, and briefs; locate and interview witnesses; visit and interview clients; monitor court proceedings for human rights violations; participate in case strategy sessions; locate, obtain, and organize documents; gather statistical data; read and digest transcripts; assist in conducting inspections of jails and prisons; conduct social science and other research; assist in locating and preparing expert witnesses; respond to requests for information from the public or people in prison; and attend depositions, court hearings, and arguments.

Applications from 2Ls for the Center's Summer 2008 Internship Program should be submitted beginning September 2007.

All applications for internships must include the following:

- .cover letter (including an email address)
- .recent resume
- .writing sample
- .list of references

It is not necessary to include a transcript. Applications should be addressed to Amanda Parks, Southern Center for Human Rights, 83 Poplar St., N.W., Atlanta, GA, 30303. We prefer that you send us applications by U.S. mail. However, you may email applications if that is more convenient for you. Please do not fax applications. All applications must include an email address at which you can be reached.

SCHR is committed to maintaining a diverse staff. We strongly encourage candidates from traditionally underrepresented communities to apply.

TRUANCY INTERVENTION PROJECT

Contact: Jessica Pinson Pennington, Executive Director

395 Pryor Street, S.W.
Suite 4122
Atlanta, Georgia 30312-2713
Phone: (404) 224-4735
Fax: (404) 893-0751
jpennington@truancyproject.org

The Truancy Intervention Project ("TIP") was developed in 1991 by former Fulton County Juvenile Court Chief Judge Glenda Hatchett and Terry Walsh, then President of the Atlanta Bar Association. Its objective is to provide an early, positive intervention with children reported as truants. Volunteers from all walks of life participate in making a difference in the lives of children in urgent need. Volunteers work one on one with children, as advocates both inside and outside the courtroom and as role models to children on the brink of school failure.

Attorneys serving as legal counsel on truancy cases have two major roles:

1. To represent the child as both lawyer and Guardian ad Litem in truancy proceedings.
2. To be a role model and advocate for the child; to assist the family in identifying and utilizing community resources; to advocate for the child in matters related to school attendance.

Third-year students working on the project will also represent a child in truancy proceedings before the Fulton County Juvenile court. Students will also be responsible for assisting the child and/or the child's family in identifying and securing resources to assist the child in maintaining regular school attendance.

FALL AND SPRING PLACEMENTS ONLY

WOMEN'S RESOURCE CENTER

Contact: Marilyn Stinson, Director of Legal Program

P.O. Box 171

Decatur, Georgia 30031

(404) 370-7670

Email: wrcinfor@mindspring.com

Website: www.wrcdv.org

The Women's' Resource Center's (WRC) mission is to create a society in which domestic violence no longer exists. They strive to meet the immediate needs of the diverse community of battered women and their children in the Decatur/DeKalb area. Students work as legal advocates assisting women in obtaining Temporary Protective Orders (TPO's), criminal warrants, child support payment and custody for their children. Advocates help clients explore legal options and alternatives on a case-by-case basis. WRC also offers a free legal clinic every Tuesday evening at 6:00 where women can receive one-on-one consultations with volunteer attorneys.

YWCA TEMPORARY PROTECTIVE ORDER OFFICE

Contact: Shirleen Matlock

YWCA of NWGA
48 Henderson Street
Marietta, GA 30064
(770) 528-8024
(770) 528-8023
Email: Shirleen.Matlock@cobbcounty.org

The YWCA of NWGA under the Family Violence Act O.C.G.A. § 19-13-1 is authorized to have an advocate assist victims of domestic violence obtain a Protective Order to ensure that the victim and his/her children can live safe from fear of abuse.

The YWCA has, in cooperation with the Cobb County Magistrate Court and Cobb County Superior Court, an office located in the Cobb County Court House where victims can apply for a Temporary Protective Order (TPO). The TPO office does all the required pleadings for a TPO, takes the client to see a judge for an emergency hearing, files the pleadings in the Superior Court Clerk's office and then advises the client of the next steps to have the pleadings served. There is an advocate in court for the 12-month hearing to assist the client that has not engaged the services of an attorney.

The student choosing to do an externship in the Cobb County TPO office will have the opportunity to work with clients seeking legal assistance in obtaining TPO's from the beginning of the process to the end of the process. The Student will also have the opportunity to present cases in a real world court room giving the 3L valuable court room experience. There will be an opportunity for students to also do some other domestic work such as custody, legitimation, divorce and contempt hearings.

The externship with the YWCA is an excellent opportunity for any student who is thinking of practicing family law or thinks that at some time they will handle some family law cases.

The student should be willing to commit to a one year externship and will need to attend 16 hours of domestic violence training offered on two Saturdays at the YWCA.

PUBLIC DEFENDERS

DEKALB COUNTY CHILD ADVOCACY CENTER

Contact: Temika Williams

Gregory A. Adams Juvenile Justice Center
439 Memorial Drive
3rd Floor
Decatur, Georgia 30032
Phone: 404-294-2457
Fax: 404-294-2658
Email: tjwilla@co.dekalb.ga.us

The primary and most fundamental obligation of the child advocacy attorney is to provide zealous and effective representation for his or her client's best interest at all stages of juvenile court deprivation proceeding. Child advocate externs assist the attorney in a variety of tasks including observing deprivation proceedings in DeKalb Juvenile Court and conducting placement visits and interviews with child clients.

Students must submit an application and a resume

DEKALB COUNTY PUBLIC DEFENDER'S OFFICE JUVENILE COURT DIVISION

Contact: Karyn Harvey, Assistant Public Defender

DeKalb County Public Defender's Office
DeKalb County Juvenile Court
4309 Memorial Drive, 3rd Floor
Decatur, GA 30032
(404) 294-2794

The mission of the DeKalb County Juvenile Court is to restore and redirect, as law abiding citizens, children who have admitted to or been found in violation of the law, while protecting the best interests of each child and the community, leaving the children in their homes whenever possible. Externs will assist the Juvenile Public Defender's office in a variety of tasks including appearing before the Juvenile Court.

FEDERAL DEFENDER PROGRAM, INC.

Contact: Nicole Kaplan, Staff Attorney

The Equitable Building
100 Peachtree Street, Suite 1700
Atlanta, GA 30303

Phone (404) 688-7530

The Federal Defender Program provides representation for indigent defendants facing federal prosecution. Students working with the office assist attorneys in trial preparation, conduct legal research and write briefs.

HOUSTON COUNTY PUBLIC DEFENDER

Contact: Terry Everett

P.O. Box 474

Perry, GA 31069

Phone: 478-218-4870

Email: teverett@houstoncountyga.org

The Houston County Public Defender's Office provides representation to adult indigent persons who are charged with a crime. Attorneys in the Warner Robins office provide representation for misdemeanor and traffic offenses in State Court and check cases in Magistrate Court. Attorneys in the Perry office handle felony charges in Superior Court.

METRO CONFLICT DEFENDER'S OFFICE

Contact: Kazuma Sonoda, Deputy Director

The Equitable Building
100 Peachtree Street, Suite 600
Atlanta, GA 30303
(404) 574-6895

The Metro Conflict Defender's Office provides legal representation to indigent defendant's in the Metropolitan Atlanta area.

SOUTHERN CIRCUIT PUBLIC DEFENDER

Contact: John Kent Edwards, Sr., Circuit Public Defender

Southern Circuit Public Defender Office
P.O. Box 1586
Valdosta, GA 31603
Tel 229-671-2800

Email: jkedwards@gapublicdefender.org

The Southern Circuit Public Defender's Office provides representation to adult **and juvenile** persons who are charged with a crime **in Superior or Juvenile Courts** in Brooks, Colquitt, Echols, Lowndes and Thomas Counties. Students assist the office in a variety of tasks and assignments. The Southern Circuit Public Defender's Offices are located in Valdosta, Thomasville and Moultrie, GA.

The office can place up to two externs this summer.

**TOOMBS JUDICIAL CIRCUIT PUBLIC DEFENDER
HAROLD WALLACE, III, CIRCUIT PUBLIC DEFENDER**

Contact: Patti James, Office Manager

Toombs Circuit Public Defender Office
309 Greenway Street
Thomson, GA 30824
Tel 706-595-7650
Fax 706-595-6030

The Toombs Circuit Public Defender's Office provides representation to adult **and juvenile** persons who are charged with felony or misdemeanor crimes in Glascock, Lincoln, McDuffie, Taliaferro, Warren and Wilkes counties. Counties. Students assist the office in a variety of tasks and assignments.

TOWALIGA CIRCUIT PUBLIC DEFENDER

Contact: Wanda Johnson, Circuit Public Defender

Towaliga Circuit Public Defender Office
102 East Johnston St
Forsyth, GA 31029
Tel 478-994-0040
Fax 478-474-6088
Email: wjohnson@gapublicdefender.org

The Towaliga Circuit Public Defender's Office provides representation to adult indigent persons who are charged with a crime in Butts, Lamar and Monroe Counties. Students assist the office in a variety of tasks and assignments. Students must work well under pressure and have a good sense of humor. Prefer student who have taken criminal law or have a criminal law background.

PROSECUTORS

**BIBB COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE OTIS SCARBARY, SOLICITOR
GENERAL**

ROOM 504 BIBB COUNTY COURTHOUSE
601 MULBERRY STREET
MACON, GEORGIA 31201
TELEPHONE: (478) 621-6572
FAX: (478) 621-6339

Email: oscarbary@co.bibb.ga.us

The Office of Solicitor-General is primarily responsible for the prosecution of all criminal misdemeanor offenses filed in the State Court of Bibb County. These cases include all misdemeanor warrants initiated in the Bibb County Magistrate's Office; all traffic citations issued by the Bibb County Sheriff's Department, Bibb County Board of Education Police, and the Georgia State Patrol; other citations issued by the Georgia Department of Natural Resources, Bibb County Park Rangers and Bibb County Animal Control; and other violations cited by the Mercer Campus Police. Cases also arrive to the office via transfer from other courts and offices including the Bibb County District Attorney's Office, the Macon Municipal Court and the Magistrate's Court of Bibb County.

**CITY OF ALPHARETTA MUNICIPAL COURT
FRAN SCHOENTHAL, SOLICITOR**

Contact: Fran Schoenthal

12624 Broadwell Road
Alpharetta, GA 30004
(678) 297-6250

Fax: (678) 297-6251

Location: Crabapple Government Center, Historic Crabapple

Email: fshoenthal@alpharetta.ga.us (best way to contact)

The Municipal Court hears and adjudicates cases involving possible violations of City Ordinances and certain state laws. The Municipal Judge shall maintain law and order in the City to resolve disputes and to comply with the Constitution of the United States, the Constitution and laws of the State of Georgia, and the Charter and Code of Ordinances of the City of Alpharetta.

CLAYTON COUNTY DISTRICT ATTORNEY'S OFFICE

Contact: Todd Naugle, Chief Assistant District Attorney

Harold R. Banke Justice Center, 4th Floor
9151 Tara Boulevard, Jonesboro, GA 30236
Telephone (770) 477-3452
Fax (770) 477-3342
Email: todd.naugle@co.clayton.ga.us
Website: http://www.co.clayton.ga.us/district_attorney

The Clayton County District Attorney's Office seeks truth and justice in the vigorous prosecution of all felony crimes on behalf of the citizens of Clayton County and the State of Georgia. Third-year law students will assist the office in a variety of tasks including appearing before the Clayton County Superior Court.

**COBB COUNTY DISTRICT ATTORNEY
THE HONORABLE PATRICK H. HEAD, DISTRICT ATTORNEY**

Contact: Christopher Wells Timmons-Assistant District Attorney-Trials
Dana Norman, Assistant District Attorney-Appellate

Cobb County District Attorney's Office

10 East Park Square

Marietta, GA 30090

(770) 528-3080

(770) 528-3030 fax

Email: christopher.timmons@cobbcounty.org
dana.norman@cobbcounty.org

The mission of the Cobb County District Attorney's Office is to prosecute professionally all felony crimes on behalf of the citizens of Cobb County and the State of Georgia.

Student externs assist trial attorneys with the preparation of cases for trial and are given assignments that expose them to a wide range of prosecutorial functions including research and written memorandum, drafting of pre-trial motions, interviewing witnesses and investigations.

COBB COUNTY SOLICITOR GENERAL'S OFFICE
BARRY E. MORGAN, SOLICITOR GENERAL

Contact: Jessica Moss, Chief Assistant

Cobb County Solicitor General's Office
12 East Park Square
Suite 101-B
Marietta, GA 30090-9638
Phone (770) 528-8560
Fax: 770-528-8578
Email: jmoss@cobbcounty.org

The Solicitor General is responsible for the prosecution of all traffic, misdemeanor, and ordinance violation cases in Cobb County, Georgia.

**DEKALB COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE ROBERT JAMES – SOLICITOR GENERAL**

Contact: Angel Wheeler, Deputy Chief Assistant Solicitor – General

DeKalb County Office of the Solicitor-General
556 North McDonough Street
Suite 500
Decatur, Georgia 30030
Phone: 404-371-2201
Fax: 404-371-7048
aawheeler@co.dekalb.ga.us

The DeKalb County Solicitor's Office is responsible for the prosecution of all State **misdemeanor crimes** in the **State Court** of DeKalb. Externs will assist the office in a variety of tasks including appearing before the DeKalb County State Court.

**DUBLIN JUDICIAL CIRCUIT DISTRICT ATTORNEY
THE HONORABLE CRAIG FRASER DISTRICT ATTORNEY**

Contact: Craig Fraser, District Attorney

Laurens County Courthouse
P.O. Box 2029
Dublin, Georgia 31040
Phone (478) 272-0440

The mission of the Dublin Judicial Circuit District Attorney's Office is to prosecute all felony crimes on behalf of the citizens of the Dublin Judicial Circuit and the State of Georgia. Recognizing the important role it can play by assisting in the training of the legal profession, the Dublin Judicial Circuit District Attorney's office provides externship opportunities for deserving law students. Externships are available during the Fall and Spring semesters for academic credits. A limited number of summer internships are also available.

Student externs assist trial attorneys with the preparation of cases for trial and are given assignments that expose them to a wide range of prosecutorial functions including research and written memorandum, drafting of pre-trial motions, interviewing witnesses and investigations. Participation in trials requires admission under the third year practice act.

FAYETTE COUNTY SOLICITOR GENERAL'S OFFICE
JAMES K. INAGAWA – SOLICITOR

Contact: Tina Payne

Solicitor General

Fayette County Justice Center
One Center Drive
Fayetteville, Georgia 30214
Phone: 770.716.4260
Fax: 770.716.4858

The Solicitor-General, is responsible for the prosecution of all traffic, misdemeanor, and ordinance violation cases in the State Court of Fayette County. Some of the most common offenses include crimes of domestic violence, driving under the influence of drugs or alcohol, and thefts involving property or services valued at less than \$500 (\$300 in the case of shoplifting).

**FORSYTH COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE LESLIE ABERNATHY, SOLICITOR GENERAL**

Contact: Amy K. Millard Radley, Assistant Solicitor

Forsyth County Solicitor's Office
100 Courthouse Square
Suite 120
Cumming, Georgia 30040
(404) 822-8300

Email: amradley@forsythco.com

The mission of the Forsyth County Solicitor-General's Office is to aggressively prosecute all misdemeanor cases while protecting victims of crime and keeping them informed about the criminal justice process. Externs will assist the office in a variety of tasks including appearing before the Forsyth County State Court.

FULTON COUNTY DISTRICT ATTORNEY
THE HONORABLE PAUL L. HOWARD, JR. DISTRICT ATTORNEY

Contact: Bettieanne Hart, Deputy District Attorney for Appeals

Fulton County District Attorney's Office

136 Pryor Street, S.W.

Third Floor

Atlanta, Georgia

Phone (404) 730-4982

Direct (404) 730-4972

Fax: (404) 730-4785

Website: <http://www.atlantada.org/officeoverview/index.htm>

The mission of the Fulton County District Attorney's Office is to prosecute professionally and competently all felony crimes on behalf of the citizens of Fulton County and the State of Georgia. Recognizing the important role it can play by assisting in the training of the legal profession, the Office of the Fulton County District Attorney provides internship opportunities for deserving law students. Internships are available during the fall and spring semesters for academic credits. A limited number of summer internships are also available.

Student externs assist trial attorneys with the preparation of cases for trial and are given assignments that expose them to a wide range of prosecutorial functions including research and written memorandum, drafting of pre-trial motions, interviewing witnesses and investigations.

Participation in trials requires admission under the third year practice act. Students may be assigned to projects in the Appellate, Juvenile and Administrative Division as well as the Felony Trial Division. In addition, seminars with local police officers, medical examiners, hailers and other criminal justice service providers may be scheduled.

Interns work under the supervision of the Deputy District Attorney for Appeals. The deputy is in charge of student assignments and evaluation. Students are expected to meet the requirements of the Office's intern program as well as school requirements. Students are required to submit an application and an official transcript to:

Prior to acceptance, students are interviewed and must submit to a criminal background check.

**CRIMINAL PROSECUTION EXTERNSHIP – FULTON
COUNTY SOLICITOR GENERAL
THE HONORABLE CARMEN D. SMITH – SOLICITOR GENERAL**

Contact: Cynthia McCarthy, Chief Assistant Solicitor-General

160 Pryor St.
Suite J301
Atlanta, Georgia 30303
Main number (404) 730-4800
Direct number (404) 730-4714
FAX (404) 730-6968
Website: http://www.co.fulton.ga.us/departments/sol_gen.html

Prerequisites:

Preferably the student would have completed course work in Criminal Law, Criminal Procedure, Litigation, and Evidence.

The student must be eligible to practice under the Law School Public Prosecutor Act.*

Students work a minimum of 10 hours per week in the office of the Fulton County Solicitor-General. Each Extern is administered an Extern Oath and assigned as a student prosecutor to the Trial Division under the supervision of a Senior Solicitor. The student prosecutor becomes the third member of the Trial Team which also includes a Junior Solicitor. Work assignments include, courtroom participation on Arraignment Calendars, Motion and Bench Trial Calendars and Jury Trial Calendars. Externs will also be instructed on case preparation, conducting investigations, interviewing witnesses and complainants, responding to motions, ethics and professionalism. Students may also perform research and other tasks involving motions and appeals assigned to his or her solicitor. Each Extern is expected to conduct at least one Motions Hearing, one Bench Trial, and one Jury Trial per semester. .

* (1) be in good academic standing (at least 73.00 gpa.), (2) have earned at least two-thirds (60 hours) of the J.D. requirements in not fewer than four semesters or six quarters of residence, and (3) be of good moral character.

NOTE: Students participating in this externship may have to work more hours than required for other externships, and work hours may be less flexible during weeks students are scheduled to be in court. It is strongly recommended that students arrange their schedules so that they have at least one full day free early in the week.

Students who work or have worked for law firms which practice criminal law in the State Court of Fulton County would be ineligible to participate in this externship.

**GWINNETT COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE ROSANNA SZABO – SOLICITOR GENERAL**

Contact: Robby A. King, Assistant Solicitor – Division One

Gwinnett County Solicitor's Office
75 Langley Dr
Lawrenceville, Georgia 30045
Phone No. 770-822-8596
Fax No. 770-822-8530
Robby.King@gwinnettcountry.com

The Gwinnett County Solicitor's Office is responsible for the prosecution of all State **misdemeanor crimes** in the **State Court** of Gwinnett County and all **County ordinance violations** (including traffic citations) in the **Recorder's Court** of Gwinnett County. Externs will assist the office in a variety of tasks including appearing before the Gwinnett County State Court.

**GWINNETT COUNTY DISTRICT ATTORNEY
THE HONORABLE DANIEL PORTER, DISTRICT ATTORNEY**

Contact: Phil Wiley, Chief Assistant District Attorney

Office of the District Attorney
Gwinnett Judicial Circuit
75 Langley Drive
Lawrenceville, Georgia 30045

Phone 770-822.8400

Fax: 770-822-8465

The District Attorney is the chief prosecution officer of the County. Under the constitution and laws of the State of Georgia, he is responsible for the investigation and prosecution of all crimes committed in the County. The District Attorney is an elected official, accountable to the voters for the performance of his prosecutorial duties.

The objective of the Gwinnett County District Attorney's Office is to provide fair, effective and expeditious investigation and prosecution of criminal offenses within the County.

Students assist the office in a variety of tasks and assignments.

HALL COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE LARRY A. BALDWIN – SOLICITOR GENERAL

Contact: Pam Cheeks, Office Manager

Hall County Solicitor's Office
P.O. Box 1072
Gainesville, Georgia 30503
Phone: (770) 531-7012

Email: pcheeks@hallcounty.org

The mission of the Hall County Solicitor-General's Office is to aggressively prosecute all misdemeanor cases while protecting victims of crime and keeping them informed about the criminal justice process. Externs will assist the office in a variety of tasks including appearing before the Hall County State Court.

**HENRY COUNTY SOLICITOR GENERAL'S OFFICE
THE HONORABLE CHARLES ALAN SPAHOS – SOLICITOR
GENERAL**

Contact: Michelle Ferguson, Chief Assistant Solicitor

Henry County Judicial Center
44 Frank Ward Boulevard Suite 350
McDonough, GA 30253
(770) 288-7178
770-898-7622 (FAX)
mferguson@co.henry.ga.us

The mission of the Office of the Solicitor General of the State Court of Henry County is to investigate, charge, and prosecute misdemeanor violations of Georgia Statutes and County Ordinances.

**ROCKDALE COUNTY DISTRICT ATTORNEY'S OFFICE
THE HONORABLE RICHARD R. REACH – DISTRICT ATTORNEY**

Contact: Deborah Sullivan, Assistant District Attorney

Location:

Rockdale County Courthouse
922 Court Street, Room 201
Conyers, Georgia 30012

Mailing Address:

Post Office Box 289
Conyers, Georgia 30012

Telephone: 770-929-4006

Fax: 770-785-5946

Email: Deborah.sullivan@rockdalecounty.org

Website: <http://www.rockdalecounty.org/>

The function of the District Attorney's Office is to represent the State and Rockdale County in the prosecution of criminal cases. Third-year law students will assist the office in a variety of tasks including appearing before the Rockdale County State and Superior Courts.

TOOMBS JUDICIAL CIRCUIT DISTRICT ATTORNEY

Contact: Dennis Sanders, District Attorney

Mailing Address:

110 Central Ave.

P.O. Box 966

Thompson, Georgia 30824

Phone (706) 595-7175

Fax (706) 595-8616

Email: dsanders@dajc.com

The Toombs Judicial Circuit District Attorney's Office prosecutes all felony crimes on behalf of the citizens of the Toombs Judicial Circuit in Glascock, Lincoln, McDuffie, Taliaferro, Warren and Wilkes counties. Student externs assist trial attorneys with the preparation of cases for trial and are given assignments that expose them to a wide range of prosecutorial functions including research and written memorandum, drafting of pre-trial motions, interviewing witnesses and investigations. Participation in trials requires admission under the third year practice act.

Preference given to students living in the Toombs Judicial Circuit.

**TOWALIGA JUDICIAL CIRCUIT DISTRICT ATTORNEY
RICHARD MILAM, DISTRICT ATTORNEY**

Contact: Mark Daniel

145 L. Carey Bittick Drive
P. O. Box 111
Forsyth, GA 31029
Phone: 478-994-7652
Fax: 478-994-7661

The mission of the District Attorney is to represent the state of Georgia in the Towaliga Judicial Circuit as mandated by the Constitution of the State and numerous statutes of the Official Code of Georgia including both criminal and civil court appearances.

UNITED STATES ATTORNEY'S OFFICE NORTHERN DISTRICT OF GEORGIA

Contact: William Toliver
Assistant United States Attorney

United States Attorney's Office
Northern District of Georgia
75 Spring Street, S.W.
Atlanta, GA 30303

NO PHONE CALLS PLEASE

Website: <http://www.usdoj.gov/usao/gan>

Each summer, approximately 1,000 law students from across the country come to the Department of Justice to work as volunteer legal interns. The United States Attorney's Office for the Northern District of Georgia welcomes candidates for this program. These positions are known as "extern" appointments and duty is on a volunteer (NON-PAID) basis. Legal interns may be assigned to work in any of the Divisions. Assignments may include assisting attorneys with legal research, writing pleadings, trial preparation, appellate briefs, or responding to habeas corpus petitions. Legal Interns are encouraged to observe trials and other court proceedings in cases on which they have worked or in cases of general interest in the office.

Employment for all positions is contingent upon the satisfactory completion of a background investigation by the Department of Justice. This is a thorough investigation that includes reference checks with current and former employers, military records and credit bureaus. Final adjudication of security clearances can take from four to six months; therefore, the Department can grant a waiver for most positions, allowing the selectee to enter on duty, while the investigation is being conducted. United States citizenship is required.

OTHER PLACEMENTS

AIRLINE PILOTS ASSOCIATION UNION

Contact: Gordon J. Rose

Representation Department
100 Hartsfield Centre Pkwy.
Suite 200
Atlanta, Georgia 30354

Phone (404) 763-4949

Website: <http://www.alpa.org>

The Air Line Pilots Association, International (ALPA) is the largest airline pilot union in the world and represents 60,000 pilots who fly for 40 U.S. and Canadian airlines. ALPA's staff and pilot volunteers consistently represent pilots' views to all airline industry decision-makers, including Congress, Parliament, the White House, and federal agencies. In Washington, D.C. and Ottawa, Ont., ALPA lobbyists successfully promote legislation that helps pilots and work to stop policies that harm pilot interests. National officers and pilot representatives are routinely called on to give their expert opinion before legislative committees and other influential governmental bodies. Student externs assist the Association in a variety of activities including contract review and administrative hearings.

ENVIRONMENTAL PROTECTION AGENCY

Contact: Martha Brock

United States Environmental Protection Agency
Region 4
Office of Environmental Accountability
Sam Nunn Atlanta Federal Center
61 Forsyth Street, South West
Atlanta, Georgia 30303-8960
Phone: (404) 562-9546
Fax: (404) 562-9486

Email: brock.martha@epa.gov

EPA's Region 4 Office of Legal Support (OLS) offers opportunities for internships during the school year and each summer. Interns are given substantive assignments by OLS attorneys and are often asked to accompany attorneys on site visits, negotiations and other excursions. For internships during the school year, contact your law school's placement office. For summer internships, interested persons should submit a resume, a writing sample, and grades or class rank by **February 15**.

FULTON COUNTY SUPERIOR COURT - FAMILY LAW DIVISION

Contact: Granvette Matthews, Director

Fulton County Superior Court
136 Pryor Street, S.W.
Suite C-826
Atlanta, Georgia 30303

Phone 404-224-0505

Email- granvette.matthews@co.fulton.ga.us

Website- <http://www.fultoncourt.org/family>

The Family Division was created in July 1988 to address the needs of families litigating cases in the Fulton County Superior Court. The objectives of the Family Division are

- To address and adjudicate issues affecting the same family in a single court system;
- To screen and coordinate court petitions at the time of filing to promote earlier, more effective resolution of family issues;
- To improve the speed and certainty with which family disputes are resolved;
- To provide intervention services that will help improve outcomes for families including mediation, counseling, parental education, psychological evaluation and testing, services for children and referrals to community based services; and
- To provide user friendly and accessible consultation and information to the public on family law issues.

Student externs will perform a number of tasks that will work under the supervision of the Director and staff attorneys to help the Family Division meet its objectives. Students that will put them in director contact with litigants, including screening

GEORGIA STATE BAR'S COMMITTEE ON CIVIL JUSTICE

Contact: Karlise Y. Grier, Executive Director

Supreme Court of Georgia
Equal Justice Commission
Committee on Civil Justice
104 Marietta Street, N.W.
Suite 670
Atlanta , Georgia 30303
(404) 920-0038 (o)
(404) 225-5041 (f)
kygrier@aol.com

Created in May of 2005, the Committee on Civil Justice will work to strengthen Georgia's civil justice system by developing, coordinating and supporting policy initiatives to expand access to the courts for poor and vulnerable Georgians. Students will work with the Executive Director on a variety of projects and tasks involving research and writing, client interviewing, public speaking, and drafting legal documents.

GRADY HEALTH CARE SYSTEM

Contact: Felecia Daniel

Grady Health Care System
General Counsel's Office
48 Armstrong St.
Armstrong Hall, 2nd Floor
Atlanta, Georgia 30309
Phone: (404) 616-6238
Email: fdaniel@gmh.edu

The General Counsel's office is responsible for representing the Fulton-DeKalb Hospital Authority in all legal matters affecting the Authority as assigned by the Vice President for Legal Affairs/General Counsel. Specific areas of responsibility include assisting outside counsel in managing malpractice litigation, working with Risk Management staff in developing cases, research and writing on legal issues affecting the Authority such as patient care, managed care, contracts, government relations, personnel and employee relations.

INTERNATIONAL COMMUNITY SCHOOL IMMIGRATION LAW

Contact: Prof. Joseph H. Rosen, Attorney At Law

Olde Alabama Commons
1875 Old Alabama Road
Suite 720
Roswell, GA 30076
Phone: (678) 461-6046
Fax: (678) 461-5556
joe@jhrosenlaw.com

Students will work under the supervision of Prof. Joseph Rosen to assist the International Community School's families with immigration issues. Students will work to develop legal intake forms and assist families with a variety of immigration concerns.

LANDLORD-TENANT MEDIATION PROGRAM

Contact: Bonnie Powell, Executive Director

P.O. Box 920381
Norcross, GA 30010
(404) 918-3581
(678) 473-1755 (FAX)

Email: bonniepowell@bellsouth.net

The Fulton County Landlord-Tenant Mediation Program is primarily structured as a law school externship program utilizing student mediator externs from Georgia State University, Emory University and John Marshall Law Schools. The students earn two to three law school credits per semester for participation in the program. Students receive 20 hours of general civil mediation training and training in Landlord/Tenant Law, Section 8 and Public Housing Law before mediating cases. Students initially observe and co-mediate with attorney mediators in the program and then apply for registration with the Georgia Office of Dispute Resolution following their training and observations.

Note: The externship requires a commitment for the fall and spring semesters. Students must also be available every Tuesday and Thursday between 1:00 and 6:00. (Students with 6:00 classes will be excused in time for their class)

MOREHOUSE COLLEGE

Contact: Karen Miller, General Counsel

Office of the General Counsel

Gloster Hall

Room 109

830 Westview Drive, S.W.

Atlanta, Georgia 30314

Phone: (404) 681-2800

Fax: 404-614-8541

<http://www.morehouse.edu/about/>

Morehouse College is the nation's largest, private liberal arts college for African-American men. The Office of General Counsel at Morehouse seeks externs interested in gaining legal experience in an in-house environment and having fun while working hard. They accept applications from both second and third year law students. Applicants are expected to have excellent written and oral communication skills and be able to successfully balance multiple tasks.

**NORTHEASTERN JUDICIAL CIRCUIT
FAMILY LAW INFORMATION CENTER AND GUARDIAN AD
LITEM PROGRAM**

Contact: Johanna Kiehl

Northeastern Judicial Circuit
Family Law Information Center
225 Green Street, S.E.
Hall County Courthouse
Room 460
Gainesville, GA 30501
Phone (770) 531-2463
Website: <http://www.hallcounty.org/judicial>

Mailing Address:
P.O. Box 2695
Gainesville, GA 30503
Ms. Kiehl's direct number: (770) 533-7757
Email: jkiehl@hallcounty.org

The Family Law Information Center (FLIC) provides assistance to individuals who represent themselves in divorce actions (pro se litigants). The Center also has resources and information available for individuals with non-divorce related family matters.

The Guardian ad Litem Program recruits, trains, and assists volunteer Guardians ad Litem (GALs) for Hall and Dawson County Superior Court cases where child custody and visitation are disputed. GALs are appointed by the Court in individual cases to serve as fact-finders and represent the best interests of children. An appointed GAL will interview, visit and attend meetings with the parties/children involved in the case and submit his or her findings and recommendations to the Court. The GAL may also do any follow-up assignments ordered by the Court.

Students will assist with FLIC (including legal research) and the Guardian ad Litem Program.

RECORDING INDUSTRY ASSOCIATION OF AMERICA

Contact: Matthew Kilgo, Regional Counsel

1275 Kennestone Circle, Suite 300
Marietta, Georgia 30066

Phone 678-402-2000
Fax: 678-402-2006
Email: mkilgo@riaa.com

Website: <http://www.riaa.com>

Extern would report to Regional Counsel for Anti-Piracy Legal Affairs and assist in the legal support for federal, state and local prosecutions in an area covering sixteen states, the Territory of Puerto Rico, and the Dominican Republic. Duties include advising law enforcement entities (FBI, ATF, ICE, Secret Service, plus state and local law enforcement agencies) in the preparation and execution of search/arrest warrants; assisting federal and local prosecutors in case preparation and administration; and working with probation and parole officers in final adjudication of sentence (preparing victim impact statement and consulting on victim matters). Special emphasis will be placed on supporting the Regional Counsel by planning and executing a comprehensive case management program in the Atlanta office, monitoring open cases for enforcement action.

Requirements: Student in good standing with an interest in criminal law/procedure, intellectual property, and/or entertainment law. Good research and organizational skills are a must; **CANIDATE MUST BE ABLE TO PROVIDE OWN LAPTOP**. Prior law enforcement experience preferred, but not necessary. Candidate must have transportation; metro Atlanta travel may be involved.

WORLD AIR HOLDINGS, INC.

Contact: Mark M. McMillin, General Counsel & Corporate Secretary

World Air Holdings, Inc.
101 World Drive
Peachtree, City, GA 30269

Email: mcmillin@wlda.com
Direct: (770) 632-8215
Fax: (770) 632-8048

World Air Holdings provides international charter cargo and passenger air transportation services to the U.S. Air Force, major international airlines, international freight forwarders and leisure tour operators.

OUT-OF-STATE PLACEMENTS

SHANNON AND HAMILTON DOMESTIC VIOLENCE PROJECT

Contact: Susan E. Hamilton

Shannon and Hamilton
212 S. Academy Street
Murfreesboro, Tenn. 37130

Telephone (615) 890-1548

Students work in a non-profit domestic violence project under the supervision of Susan Hamilton and Mitchell Shannon. The project provides civil legal assistance and representation to domestic violence victims seeking a protective order.

DAVIDSON COUNTY DISTRICT ATTORNEY GENERAL

Contact: Michaela Mathews
 Assistant District Attorney General

Washington Square, Suite 500
222 2nd Avenue North
Nashville, Tennessee 37201-1649
Phone (615) 862-5500
Fax (615) 862-5599

Website <http://www.nashville.gov/da/index.htm>

The Davidson County District Attorney's Office seeks truth and justice in the vigorous prosecution of all felony crimes on behalf of the citizens of Davidson County and the State of Tennessee. Third-year law students will assist the office in a variety of tasks including appearing before the Davidson County Superior Court.

Summer placements selected in February

RHODE ISLAND PUBLIC DEFENDER

Contact: Michael A. DiLauro
Assistant Public Defender Director

160 Pine Street
Providence, Rhode Island 02903
Phone (401) 222-3492
Fax (401) 222-3287

Website: <http://www.ripd.org/>

Three types of internships are available to law students in the summer and during the academic year. Summer clerkships are fulltime for a minimum of 10 weeks; academic-year clerkships require at least 16 hours per week.

All law students are eligible to be considered for internships as trial division assistants or appellate clerks.

Trial Division Assistants. Trial division assistants are placed in the criminal, juvenile and parental rights trial divisions. Each assistant is assigned to a particular attorney for the duration of the internships. Each assistant is assigned a wide variety of tasks incident to the preparation, trial and disposition of that attorney's cases.

Appellate Clerks. A limited number of students, who have demonstrated strong research and writing skills, are placed as appellate clerks. Students work on a range of projects, from short, discrete research assignments to lengthy writing assignments. Writing skills are stressed equally with research skills, and students who have the persistence, skill and patience are encouraged to continue to work on writing projects until the piece is ready to be filed in court in the student's words. Virtually all students complete at least one significant piece of legal writing appropriate as a writing sample during the clerkship.

Courtroom Advocates. Senior students are eligible for placement as courtroom advocates (student practitioners) in the misdemeanor, juvenile or parental rights units. "Senior students" are those either currently in their last year of law school, for academic internships, or those who will be entering their last year following a summer internship. To be eligible, a student must have completed evidence, advanced criminal procedure and/or a trial advocacy course.

Resumes, accompanied by a cover letter and writing sample, should be sent to Michael A. DiLauro, Director of Training. Interviews are required for all clerkship candidates; arrangements may be made for telephone interviews for candidates living and attending school outside the Northeast.

IX. Forms

- .A Externship Pre-Registration**
- .B Placement Approval Request**
- .C Sample Timesheet**
- .D Externship Evaluations**



EXTERNSHIP PRE-REGISTRATION FORM

INSTRUCTIONS: Complete this form, attach a current résumé to it and return it to Prof. Renata D. Turner by the date announced. For questions about Externship Program requirements, please consult the Student Information Packet for the Externship Program, available from the Office of Student Services or Prof. Turner.

PLEASE PRINT CLEARLY:

Student Name: _____

Day Telephone Number: _____

Evening Telephone: _____

Email Address: _____

Semester/Term/Year: Fall 20 _____ Spring 20 _____ Summer 20 _____

Externship Site Preferences:

(1) _____

(2) _____

(3) _____

PREFERENCE EXPLANATION: In the space below explain why you want to be placed in the site(s) requested. While a first choice preference site cannot be



Placement Approval Request

PLEASE PRINT CLEARLY:

Student Name: _____

Date: _____

PLACEMENT REQUESTED FOR THE FOLLOWING SEMESTER(S)

Fall 20 _____ Spring 20 _____ Summer 20 _____

Placement:

Address:

Telephone:

Email:

Supervising Attorney:

Have you contacted this placement about an externship? _____

Was an offer extended to you? _____

Skills expected from Placement? _____



EXTERNSHIP WEEKLY TIME SHEET AND ACTIVITY FORM

Student Name: _____

Semester/Term/Year: Fall 20__ Spring 20__ Summer 20__

Sponsoring Agency: _____

Supervising Attorney: _____

WEEKLY TIME RECORD

Dates: From _____ to _____ Total Hours this Week: _____ Hours to Date: _____

Date	Total Hours	Activities Performed

Questions/Comments:



EXTERNSHIP EVALUATION

Your comments and assessment of your experience during your externship are valuable to the JMLS Externship Program. Your candid feedback will ensure the academic quality of the externship and aid future externs who choose this placement. Please complete and return to Prof. Turner on or before the last day of class. Thank you in advance for your thoughtful comments.

PLEASE PRINT CLEARLY:

Student Name: _____

Date: _____

Semester Worked: Fall 20 ____ Spring 20 ____ Summer 20 ____

1. Did the externship enhance your legal education? Please explain.

2. Please describe the type of work you performed?

3. Overall, was the work:

a. Challenging?

b. Repetitive?

c. Manageable?

4. How were you trained? Did you feel that that the training was adequate?

5. Did you feel that you had adequate supervision? Why or why not?

a. Did the supervisor provide regular and helpful feedback?

b. Please give examples of how the supervisor modeled good lawyering skills.

c. Please give, if any, examples of how the supervisor modeled bad lawyering skills.

6. What was the most memorable experience from your externship?

7. What did you like best and least about the externship?

8. Did the externship meet your expectations?

9. Did you find the academic component to the externship helpful? What suggestions to you have for improving this component?

10. Would you recommend this externship to another student?

On a scale of 1 to 10, with 10 being the best, how would you rate the externship? _____

Additional comments:

THANK YOU FOR YOUR FEEDBACK