



## 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?: \_\_\_\_\_

Will you be working for a Private Firm? \_\_\_\_\_

If so, you must have your Supervisor submit the following:

1. Certification that the firm has pro bono cases were referred by a legal service provider
2. Certification that you will not be working on any for-profit cases
3. The number and nature of the cases you will be working on

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Office Use: Contact Made: \_\_\_\_\_

Externship Packet sent: \_\_\_\_\_