



Office of Experiential Learning

Developing Lawyers through Experience and Service

PRIVATE FIRM PLACEMENT POLICY

Placements with private firms or attorneys are approved on a limited basis. Factors for approving a placement include, but are not limited to, length of time the attorney or firm has been in practice (5 years minimum), their reputation in the legal community and the primary areas of practice. Preference is given to private firms or attorneys that have a significant number of pro bono cases or work in specific areas. You can find our policy and form online at <http://www.johnmarshall.edu/ajmls-students/externships/>

Preferred practice areas include:

- Alternate Dispute Resolution
- Bankruptcy
- Criminal Law
- Entertainment
- Family Law
- Health Care
- Immigration Law
- Intellectual Property
- Sports Law
- Taxation
- Trusts And Estates
- Wills

Personal injury placements will not be considered unless the law office or attorney practices other areas of law that the student can work on or pro bono cases that the law firm or office has taken on. Only plaintiff's personal injury will be considered for possible placement.

Approval is also contingent on the firm certifying that the placement will meet the [criteria for an unpaid intern as defined under the Fair Labor Standards Act](#). Among other things, the office must certify that the externship is for the benefit of the student's educational experience and that the student will not be paid or entitled to a job as a result of the externship.

Private Firm/For-Profit Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested.



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PRIVATE FIRM / FOR-PROFIT PLACEMENT CERTIFICATION FORM

If you are interested in having a student extern in your office, please complete and return the following to the Office of Experiential Learning. We will follow-up with you within two weeks of receipt to finalize the approval process. If you have questions or concerns, please contact Assistant Dean Bridgett Ortega at (678) 916-2678 or bortega@johnmarshall.edu. **Private Firm/For-Profit Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested.**

Firm Name: _____

Supervising Attorney: _____

Address: _____

Telephone: _____

Email: _____

Firm Size: Sole Practitioner 2-49 attorneys 50-100 attorneys 100+ attorneys

Major Practice Area(s): _____

Please initial where appropriate:

_____ **the office has pro bono cases referred by a legal service provider.**

_____ **the firm will not bill out or otherwise claim compensation for the student's work to clients or other third parties.**

_____ **the student will work on cases related to one of the following specialized practice areas:**

_____ Alternative Dispute Resolution

_____ Immigration Law

_____ Bankruptcy Law

_____ Intellectual Property

_____ Criminal Law

_____ Sports Law

_____ Entertainment Law

_____ Taxation Law

_____ Family Law

_____ Trusts and Estates

_____ Health Care Law

_____ Wills

_____ **the supervising attorney(s) is/are in good standing with the State Bar of Georgia.**

_____ **there are no current or past disciplinary actions against the supervising attorney(s).**

Please complete the next page

_____ the student will not receive compensation.

_____ the externship meets the criteria of an internship program under the fair labor standards act in that:

1. The externship is similar to training which would be given in an educational environment;
2. The externship experience is for the benefit of the student, not the employer;
3. The student will not displace regular employees, but will work under close supervision of existing staff;
4. The employer derives no immediate advantage from the activities of the student and may occasionally even be impeded by those activities;
5. The student is not necessarily entitled to a job at the conclusion of the externship; and
6. The employer and student understand that the student is not entitled to wages for the time spent in the externship.

_____ I understand that a site visit may be required and agree to be available for a scheduled visit during the semester.

_____ I certify that the student is not a relative or any attorney or staff person at the firm.

_____ I agree to supervise the student in accordance with the guidelines of the Atlanta John Marshall Externship Program. Please send an email request to treed@johnmarshall.edu for a copy of the Supervisor's Externship Handbook for a complete list of guidelines and policies.

Supervising Attorney: _____

Supervising Attorney's Signature: _____

Date: _____

Please return the completed form by email to treed@johnmarshall.edu or by facsimile to (404) 872-3802

FOR OFFICE USE ONLY

_____ Date Received

_____ Law School

_____ State Bar/Admission Date

_____ Disciplinary History

_____ Contact Follow-up

_____ Certification Reviewed by

Approved: Yes No

Additional Notes: