



## PRIVATE FIRM PLACEMENT POLICY

Placements with private firms or attorneys are approved on a limited basis. Approval factors include, but are not limited to, the length of time the attorney or firm has been in practice (a minimum of five years), its reputation within the legal community, and its primary areas of practice. Preference is given to private firms or attorneys who handle a significant number of pro bono cases or specialize in specific practice areas. For more information, you can find our policies online here: [Information for Supervisors - Atlanta's John Marshall Law School](#).

Preferred practice areas include:

- Alternative Dispute Resolution
- Bankruptcy
- Criminal
- Entertainment
- Family
- Health Care
- Immigration
- Intellectual Property
- Real Estate
- Sports
- Taxation
- Wills, Trusts and Estates

Personal injury placements will not be considered unless the law office or attorney also practices additional areas of law in which the student can gain experience or has ongoing pro bono cases. Placements in plaintiff's personal injury law will be evaluated on a case-by-case basis.

Approval is also contingent upon the firm certifying that the placement complies with the criteria for an unpaid intern as defined under the Fair Labor Standards Act. The firm must further certify that the externship is designed primarily to enhance the student's educational experience and that the student will neither receive compensation nor be entitled to employment 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.



### PRIVATE FIRM/FOR-PROFIT PLACEMENT CERTIFICATION FORM

If you are interested in hosting a student extern in your office, please complete and submit the following materials 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 any questions or concerns, please contact Mecca Anderson, Esq., at (678) 916-2679 or [manderson@johnmarshall.edu](mailto:manderson@johnmarshall.edu). Private Firm/For-Profit Certification forms must be submitted at least 30 business days before the first day of classes in the semester for which 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

☐ Bankruptcy Law

☐ Criminal Law

☐ Entertainment Law

☐ Family Law

☐ Health Care Law

☐ Immigration Law

☐ Intellectual Property

☐ Sports Law

☐ Taxation Law

☐ Wills & Trusts

☐ Real Property

\_\_\_\_\_ **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 provides training similar to that given in an educational environment;
  2. The externship experience benefits the student rather than the employer;
  3. The student will not displace regular employees but will work under the close supervision of existing staff;
  4. The employer derives no immediate advantage from the student's activities and may occasionally be impeded by them.
- \_\_\_\_\_ 5. The student is not guaranteed employment at the conclusion of the externship; and
6. Both the employer and student understand that the student is not entitled to wages for 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 of 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 visit [Information for Supervisors - Atlanta's John Marshall Law School](#) for a copy of the Supervisor's Externship Handbook for a complete list of guidelines and policies.**

**Supervising Attorney:** \_\_\_\_\_

**Supervising Attorney's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Date Received  
History

\_\_\_\_\_  
Law School

\_\_\_\_\_  
State Bar/Admission Date

\_\_\_\_\_  
Disciplinary

\_\_\_\_\_  
Contact Follow-up

\_\_\_\_\_  
Certification Reviewed by

\_\_\_\_\_  
Approved: ☐ Yes ☐ No

**Additional Notes:**