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## GENERAL EXTERNSHIP INFORMATION

### 1. Goals and Objectives.

The College of Law's externship program is intended to enhance and supplement the College's educational program by providing students an opportunity to refine their professional skills through approved field placements.

### 2. General Requirements.

a. Students may only enroll in externships approved by the Associate Dean of Clinical Affairs and the Profession (“the Associate Dean”) in consultation with the Director of Clinical and Externship Programs (“the Director” or “the Externship Director”).

b. All externships shall provide an educational experience of high quality and shall include instruction in professional lawyering skills.

c. Each extern shall be under the general supervision of the Director.

d. All externships shall involve legal or policy assignments and typically shall include substantial written work. Students shall be adequately supervised and shall work under the direct supervision of an attorney.

e. Externships are placements at governmental entities or non-profit organizations. Work in the nature of clerking with a private firm does not qualify as an approved externship. In cases where a private firm has contracted with a municipality to be that entity's prosecutor or indigent defense agency, a proposed externship may be approved if it (1) entails work solely in the prosecution or defense of criminal cases under the municipal contract and (2) meets the other requirements of an approved externship

f. All externships shall include an academic component. For first-time externships that award three hours or less of academic credit, the minimum academic component shall generally be the classroom component provided by the Externship Director. In some instances, the academic component may be provided by a faculty member. Periodic journals and reflective writings may be required.

g. The academic component for first-time externships that award academic credit in excess of three credit hours per semester shall, consistent with ABA standard 305(e)(7), include both the classroom component provided by the Externship Director (or the academic component provided by a faculty member) and an opportunity for contemporaneous guided reflection on the student's experience with the externship. Non-exclusive examples of the opportunity for contemporaneous guided reflection may include a requirement that the student: (i) keep a periodic journal concerning the student's externship experience which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship, and (ii) prepare a paper or papers on selected substantive aspects of the student's externship work which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship.

h. A student at the College of Law may not earn more than 12 credits of externship work in partial fulfillment of the 87/88 hour academic credit requirement for the JD degree.

i. Rule 38 certification should be generally limited but may be provided when the Associate Dean decides it is necessary and appropriate to the externship placement.

j. Students may not receive monetary compensation for fieldwork for which they are also receiving academic credit. Students may receive stipends to cover educational expenses, meals, travel, and special living expenses.

k. A student is expected to complete an externship in one semester unless the student has received an extension from the Externship Director for good cause. An externship with an academic component consisting of a research paper may be extended by one semester, with faculty supervisor's approval, to complete the paper.

### 3. Specific Requirements and Responsibilities.

#### a. The Externship Director

The Externship Director shall design the academic component for the externship, which may include a classroom component.

The Externship Director may, if appropriate, review the student's fieldwork. The Externship Director shall consider the time devoted by the student to the field placement, the tasks assigned to the student, the student work product, and the agency supervisor's performance. The Externship Director or other College representative shall periodically visit and inspect an externship placement site, interview supervisors, and follow through on recommended changes, and shall submit a report on the site visit to the Associate Dean.

The Externship Director shall periodically provide reports on the externship program to the Associate Dean. The Externship Director shall inform the Associate Dean of any placement that does not meet the law school's expectations. The Associate Dean shall terminate an unsatisfactory placement unless there is satisfactory assurance of correction by the agency concerned.

The Externship Director shall know the identity of the site supervisors who will have the responsibility of supervising the extern's field work and shall request the agency supervisor to report any failure on the part of the extern to meet his or her obligations. The Externship Director shall provide instruction to supervisors on working effectively with our students. The agency supervisor shall also be advised of the need to report on the student's performance at midterm and at the conclusion of the externship. The Externship Director shall be the point person at the College of Law for interaction with both externship students and supervisors and shall review student and supervisor evaluations and reflections.

The Externship Director shall assign pass / fail grades to a students and a failing grade will factor into a student's grade point average.

#### b. Students.

A student shall have completed one year of law school and be in good standing to participate in an externship program. Participation in an externship shall be governed by the "Limited Enrollment Course Preferences" rules in Section V, G of the Statement of Student Policies.

As set forth in Section IV, C (2)(e) of the Statement of Student Policies, a student on academic probation shall not be eligible to enroll in an externship.

The student normally will receive one academic credit for every 60 hours spent on fieldwork.

The student shall successfully complete an academic component to the satisfaction of the Externship Director.

The College of Law Externship Program is designed to enhance the educational experience of students by giving them an opportunity to do legal or policy work that generally is not available through the College of Law curriculum. In keeping with these objectives, students are expected to treat the commitment to the agency with the same importance they would give a paid legal position. Students must not accept an externship offer they do not intend to keep. The Associate Dean may impose consequences for breaking a commitment to do an externship, including, but not limited to prohibition from future externships.

Ordinarily, students who wish to undertake an externship, clinic, or legislative internship may register for only one of them during the same semester.

### c. Agencies

Agencies shall apply to the Associate Dean for an externship. Such an agency shall submit a proposal that meets the requirements of these rules and explains how the agency will meet its responsibilities.

Agencies in which students are placed shall provide adequate supervision of student externs. The supervision shall include detailed review, evaluation, and criticism of student extern work product and performance.

The agency shall designate a lawyer to be the agency supervisor, who will directly supervise the student extern, and shall submit the qualifications of the agency supervisor. The supervision may not be delegated to another individual. The College may disqualify any agency supervisor who fails to meet the applicable requirements from further participation in the externship program.

The agency shall submit a report at midterm and at the conclusion of the externship, describing the work performed by the extern and the quality of the extern's work product.

The assignments given to student externs shall consist primarily of legal or public policy work.

Student assignments shall include the opportunity to observe and participate in actual legal or public policy matters.

Insofar as legally and ethically permissible, agencies shall assign work to student externs consistent with that assigned to agency lawyers.

## EXTERNSHIP APPLICATION/REGISTRATION PROCEDURES

Students must complete an Application for Externship Certification form to be reviewed by the Externship Director.

Students must submit a cover letter and resume to each agency they are interested in externing with on-line through Simplicity.

1. Deadline to apply is **Friday, October 9, 12:00 p.m.**
2. Your resume will be sent to the agency. The agency will contact you to schedule an interview.
3. Agencies will be asked to conduct interviews by **Friday, November 13** and submit their Externship choices to the Externship Coordinator (Coordinator), by **Tuesday, November 17**. The Coordinator will contact each student with his/her offer(s) beginning on **Thursday, November 19**. No offer will be made directly to the students.
4. If you are selected by an agency, the agency supervisor must sign a Student/Agency Agreement form and mail or fax it to the Coordinator who will then contact you to obtain your signature on the form.
5. You may begin work at the agency up to one week before the first day of classes.
6. All externships shall include an academic component. For first-time externships that award three hours or less of academic credit, the minimum academic component shall generally be the classroom component provided by the Externship Director. In some instances, the academic component may be provided by a faculty member. Periodic journals and reflective writings may be required.
7. The academic component for first-time externships that award academic credit in excess of three credit hours per semester shall, consistent with ABA standard 305(e)(7), include both the classroom component provided by the Externship Director (or the academic component provided by a faculty member) and an opportunity for contemporaneous guided reflection on the student's experience with the externship. Non-exclusive examples of the opportunity for contemporaneous guided reflection may include a requirement that the student: (i) keep a periodic journal concerning the student's externship experience which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship, and (ii) prepare a paper or papers on selected substantive aspects of the student's externship work which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship.

Before you start your externship you must pick up an Externship Packet in Room 101. The packet includes log sheets, mid-term and final evaluation forms, an externship evaluation form and a grade memo.

- a. Log sheets that list your work activities and number of hours worked must be submitted every other Monday to the Externship Coordinator, Room 101.

- b. The mid-term evaluation form must be completed by your agency supervisor, signed by you and returned to the Externship Coordinator, Room 101, when you have half of your hours completed.
- c. The final evaluation form must be completed by your agency supervisor, signed by you and returned to the Externship Coordinator, Room 101, no later than one week after you have completed your externship.
- d. The student evaluation form must be completed by you and returned to the Externship Coordinator, Room 101, no later than one week after you have completed your externship.

**No credit will be awarded until all forms are filed.**

**SAMPLE EXTERN PACKET**

## STUDENT EXTERNSHIP REQUIREMENT CHECK OFF LIST

Number of credits to be earned: ( )

Number of hours to be accumulated: ( )

-----

**\*\*\*\*PLACE COMPLETED FORMS IN EXTERNSHIP BASKET\*\*\*\***  
**(ROOM 101 - ON SHELF ABOVE STUDENT SERVICES SECRETARY'S DESK)**

\_\_\_\_ Approval Form/Student Agency Agreement (see Registrar) turned in  
- due prior to registration

\_\_\_\_ Midterm Performance Evaluation turned in  
- due when half of the hours are complete

\_\_\_\_ Final Performance Evaluation turned in  
- due one week after completion of externship

\_\_\_\_ Externship Evaluation turned in  
- due at conclusion of externship

\_\_\_\_ All Extern Time Sheets turned in  
- due every other Monday

\_\_\_\_ Memo from Faculty Supervisor re: pass/fail grade  
- due at conclusion of externship for students not in the externship class.

SANDRA DAY O'CONNOR COLLEGE OF LAW  
AT ARIZONA STATE UNIVERSITY  
EXTERNSHIP PROGRAM

STUDENT/AGENCY AGREEMENT

This agreement constitutes a mutual understanding between \_\_\_\_\_  
(Student)  
and \_\_\_\_\_  
(Agency and Division)

as part of an Externship program with Arizona State University College of Law established for the purpose of providing educational related work experience to students. It is understood by both parties to this agreement that:

- 1) \_\_\_\_\_ is officially enrolled at ASU College of Law and has received  
(Student)  
permission to volunteer his/her services; and
- 2) the student is not covered by A.S.U. or State of Arizona liability insurance; and
- 3) the student is providing volunteer services and cannot be compensated for work; and
- 4) the student will or will not apply for Rule 38 or Rule 1.14 certification;  
(circle one)
- 5) upon satisfactory completion of \_\_\_\_\_ hours of work will receive \_\_\_\_\_ credit hours for the  
externship experience a maximum of 12 hours of externship may be applied toward graduation  
requirements); and
- 6) the period of volunteer service commences on or about \_\_\_\_\_ and will end on or about  
\_\_\_\_\_.

It is further understood that the agency and the student will maintain, separately, an attendance record noting the dates and hours of the student's attendance on the job. In addition, the agency will provide the Arizona State University College of Law a supervisory appraisal of the student's performance both at the midterm and upon completion of the volunteer service period.

\_\_\_\_\_  
Agency Supervisor's Name (Please type or print)      Date

\_\_\_\_\_  
Student Signature      Date

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Agency Phone Number

\_\_\_\_\_  
Agency Supervisor Email Address

\_\_\_\_\_  
Agency Supervisor's Signature      Date

\_\_\_\_\_  
Registrar's Signature      Date  
College of Law

SANDRA DAY O'CONNOR COLLEGE OF LAW  
AT ARIZONA STATE UNIVERSITY  
EXTERNSHIP PROGRAM

EXTERNSHIP APPROVAL FORM

I, \_\_\_\_\_, agree to monitor \_\_\_\_\_  
(Faculty Supervisor) (Student's Name)

in his/her completion of a \_\_\_\_\_ credit hour Externship program during the \_\_\_\_\_ Semester 200\_\_\_\_.

According to the scale below the student must work \_\_\_\_\_ hours at the approved agency.

\_\_\_\_\_  
(Name of Agency)

Students must work 60 hours for an agency for each credit earned and complete all of the requirements for an Externship, including the academic component, in one semester, unless the student has received an extension from their faculty supervisor for a medical or other emergency, or in the following case. An Externship with an academic component consisting of a research paper may, upon approval of the faculty supervisor, be extended only up to the end of the semester immediately following the semester in which the Externship took place, for completion of the paper requirement. The research paper must be a minimum of 8 pages for each credit earned.

The academic component is in addition to the hours worked at the agency or court and will consist of one of the following: participation in a cluster group, individual tutorial meetings with a faculty supervisor, or individual faculty supervision with a research paper component.

The academic component of this Externship is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Professor's Signature Date

\_\_\_\_\_  
Externship Director's Signature Date

This externship may involve the student to appear in Court pursuant to Rule 38, Ariz.R.Sup. CT or Rule 1.14

\_\_\_\_\_  
Student's Signature Date

Local Rule, District of AZ. \_\_\_\_\_  
Prof. Initials

EXTERN TIME SHEET

Name: \_\_\_\_\_

Weeks of \_\_\_\_\_  
 \_\_\_\_\_

Organization: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Date	Code	Description of Work	Time: Hrs.	Mins.
Total				

Codes are on the other side of this form. Round to 15 minute increments.

## CODES

10	conference with
11	deposition of
12	telephone conference with
13	interoffice conference regarding
14	court appearance regarding
20	research regarding
32	receipt and review of
40	reviewed
50	drafted
60	revised
70	finalized
80	preparation of
91	in-house training
92	meetings
93	office administration

Fall, 200\_\_  
 Spring, 200\_\_  
 Summer Session, 200\_\_

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

SANDRA DAY O'CONNOR COLLEGE OF LAW  
AT ARIZONA STATE UNIVERSITY  
EXTERNSHIP PROGRAM

PERFORMANCE EVALUATION

MID-TERM

This evaluation is to be completed at mid-term of the semester by each student's immediate supervisor and reviewed with the student before being submitted to the College of Law Assistant Dean or Registrar.

Rate the student's work performance using a scale of 4 (high) to 1 (low). Please indicate the student's most important duties with an asterisk (\*).

A. Legal Research and Writing

1. When given an issue to analyze or review, was the student able to:

Identify the salient points.  
 Identify potential problems.  
 Raise pertinent questions.

2. When given a written project to complete, was the student able to:

Provide clear, complete, and well-documented work.  
 Meet project deadlines.  
 Prepare well-written reports and memos.

B. Communication

Rate the student's communication skills:

Interviewing witnesses.  
 Interaction with clients.  
 Interaction with other staff members  
 Ability to report to you orally.

C. Generally

Rate the student in the following areas:

- Ability to follow directions.
- Attention to detail.
- Dependability.
- Maintaining accurate time sheets.

D. Over-all Work Performance

Rate the student's over-all work performance:

- Excellent.
- Good.
- Satisfactory.
- Poor.

E. Comments

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F. Goals and Objectives

MIDTERM - Provide goals and objectives which the student should work toward during the remainder of the externship.

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Extern's Signature

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Supervisor's Signature

---

Date

---

Date

\_\_\_ Fall, 200 \_\_\_  
\_\_\_ Spring, 200 \_\_\_  
\_\_\_ Summer Session, 200 \_\_\_

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

SANDRA DAY O'CONNOR COLLEGE OF LAW  
AT ARIZONA STATE UNIVERSITY  
EXTERNSHIP PROGRAM

PERFORMANCE EVALUATION

FINAL

This evaluation is to be completed at the conclusion of the semester by each student's immediate supervisor and reviewed with the student before being submitted to the College of Law Assistant Dean or Registrar.

Rate the student's work performance using a scale of 4 (high) to 1 (low). Please indicate the student's most important duties with an asterisk (\*).

A. Legal Research and Writing

1. When given an issue to analyze or review, was the student able to:

\_\_\_ Identify the salient points.  
\_\_\_ Identify potential problems.  
\_\_\_ Raise pertinent questions.

2. When given a written project to complete, was the student able to:

\_\_\_ Provide clear, complete, and well-documented work.  
\_\_\_ Meet project deadlines.  
\_\_\_ Prepare well-written reports and memos.

B. Communication

Rate the student's communication skills:

\_\_\_ Interviewing witnesses.  
\_\_\_ Interaction with clients.  
\_\_\_ Interaction with other staff members.  
\_\_\_ Ability to report to you orally.

C. Generally

Rate the student in the following areas:

- Ability to follow directions.
- Attention to detail.
- Dependability.
- Maintaining accurate time sheets.

D. Over-all Work Performance

Rate the student's over-all work performance:

- Excellent.
- Good.
- Satisfactory.
- Poor.

E. Comments

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F. Goals and Objectives

Were the goals and objectives set forth on the mid-term evaluation met?

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\_\_\_\_\_  
Extern's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_ Fall, 200\_\_  
\_\_\_\_ Spring, 200\_\_  
\_\_\_\_ Summer Session, 200\_\_

SANDRA DAY O'CONNOR COLLEGE OF LAW  
AT ARIZONA STATE UNIVERSITY  
EXTERNSHIP PROGRAM

STUDENT EVALUATION FORM

(Please Print) \_\_\_\_\_  
Student's Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Organization Supervisor \_\_\_\_\_  
Faculty Supervisor \_\_\_\_\_  
Number of credit hours completed \_\_\_\_\_

Evaluate the externship in the following areas. Please be thorough in your comments because they are important to the Externship Committee in evaluating the externship.

	<u>Outstanding</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Quality of work experience:	_____	_____	_____	_____	_____
Comments:	_____				
	_____				
	_____				

Variety & interest of work assignments: \_\_\_\_\_

Describe types of assignments. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interaction with other members of the organization: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Feedback and evaluation of your work product: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Very Helpful	Helpful	Not Helpful
How helpful was your faculty supervisor?	_____	_____	_____
Comments	_____		
	_____		
	_____		

Number of meetings with  
your faculty supervisor: \_\_\_\_\_

Number of meetings with  
your supervising attorney: \_\_\_\_\_

Where was most of your work completed (i.e., library, agency)?  
\_\_\_\_\_

Did the agency provide you with enough work to complete your  
credit hour requirements? Yes \_\_\_ No \_\_\_  
If no, explain.

\_\_\_\_\_

\_\_\_\_\_

Would you recommend this externship to another student?  
Yes \_\_\_ No \_\_\_  
Why or why not?

\_\_\_\_\_

\_\_\_\_\_

Are you satisfied with your overall externship experience? Yes \_\_\_ No \_\_\_

Explain and include suggestions for improvement.

\_\_\_\_\_

\_\_\_\_\_

MEMORANDUM

TO: Registrar

FROM: \_\_\_\_\_  
(Faculty Signature)

DATE: \_\_\_\_\_

RE: Report of Grade

\_\_\_\_\_ has earned a grade of \_\_\_\_\_  
(Student Name)

\_\_\_ Independent Study (\_\_\_ hours)

\_\_\_ Externship (\_\_\_ hours) \_\_\_\_\_  
(Agency Name)

\_\_\_ Other \_\_\_\_\_  
(Course Number and Title)

as registered in the \_\_\_\_\_ semester, 200\_\_\_\_\_.

This grade should be reflected on his/her transcript.

**EXTERNSHIP  
DESCRIPTIONS**

## EXTERNSHIP

American Civil Liberties Union of Arizona

Spring: 2-5 credit hours

Contact: Daniel J. Pochoda, Legal Director  
Address: America Civil Liberties Union of Arizona  
P.O. Box 17181  
Phoenix, Arizona 85011-0148  
Phone: (602) 650-1854 Fax: (602) 650-1376  
Email: [dpochoda@acluaz.org](mailto:dpochoda@acluaz.org)

The extern will enhance the ability of the American Civil Liberties Union of Arizona (ACLU of AZ) to initiate and maintain effective advocacy, public education and litigation efforts that protect the civil rights of Arizona residents and reduce overreaching and improper actions by public officials and state and local governmental agencies. The ACLU of AZ is a small office, and externs, volunteers and part time employees are fully involved in all aspects of the advocacy efforts, including determinations about whether a constitutional violation is involved, and what would be the most effective route for resolution and protection of the client. This will require that the extern take part in initial intake determinations, and continuing assignments to work with the Legal Director and other ACLU attorneys on all aspects of a particular lawsuit, from research of issues to writing memoranda, and attending strategy sessions and court proceedings as a member of the plaintiffs' team.

## EXTERNSHIP

Arizona Board of Regents

Spring: 2-5 credit hours

Contact: Nancy Tribbensee, General Counsel  
Address: Arizona Board of Regents  
2020 N. Central Avenue  
Phoenix, Arizona 85004  
Phone: (602) 229-2510  
Email: [trib@azregents.edu](mailto:trib@azregents.edu)

In this externship the extern will draft legal memoranda and perform legal research under supervision of the General Counsel. The extern will attend committee and board meetings of the Arizona Board of Regents (ABOR) to experience public policy making. The extern will also attend the Legal Affairs Council meeting which includes lawyers from all three state universities.

More information on the ABOR can be found at <http://www.azregents.edu>

## EXTERNSHIP

Arizona Center for Disability Law

Spring: 2-5 credit hours

Contact: Ed Myers, Staff Attorney  
Address: Arizona Center for Disability Law  
3839 North Third Street, Suite 209  
Phoenix, Arizona 85012  
Phone: (602) 274-6287 Fax: (602) 274-6779  
Email: Emyers@azdisabilitylaw.org

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The Arizona Center for Disability Law (the Center) is the protection and advocacy system (P&A) for the State of Arizona. The P&A system was created by Congress to address the inadequate and often deplorable treatment of persons with disabilities. The Center advocates for and represents persons with disabilities in the areas of health care, housing, special education, vocational services, employment, access to public and private facilities and programs, assistive technology, and other services and programs specifically for persons with mental and developmental disabilities.

The goals of this externship are to:

- 1) introduce or familiarize the extern to disability rights law;
- 2) assist the extern in gaining valuable legal experience;
- 3) promote the extern's consideration of public interest law.

The activities the extern may be involved in are:

- 1) conducting initial detailed interviews of prospective clients;
- 2) obtaining and reviewing medical records;
- 3) interviewing witnesses;
- 4) performing legal research;
- 5) preparing legal memoranda; and
- 6) participating in settlement negotiations.

It is anticipated that the extern will gain experience in disability access, housing, and health care issues arising under the substantive areas of the Americans With Disabilities Act, the Fair Housing Act and other related state and federal laws.

## EXTERNSHIP

Arizona Center for Law in the Public Interest

Spring: 2-5 credit hours

Contact: Tim Hogan, Executive Director  
Address: Arizona Center for Law in the Public Interest  
202 E. McDowell Rd. Suite 153  
Phoenix, Arizona 85004  
Phone: (602) 258-8850 Fax: (602) 258-8757  
Email: thogan@aclpi.org

Students in this externship program are exposed to a wide variety of issues, often involving constitutional and other important rights. Students may be asked to research these issues. In addition, law students often work on cases, preparing memoranda and subsequently using these in preparing drafts of motions.

Through this externship, the educational needs of the law students are served in several respects. First, the students are exposed to a wide variety of substantive areas of the law which in many ways complement their regular academic work. Second, they are afforded the unique opportunity to work on public interest issues, as opposed to normal corporate matters with which general private firms may deal. Finally, students receive close supervision in the refinement of their legal writing skills.

## EXTERNSHIP

Arizona Chamber of Commerce and Industry

Spring: 2-5 credit hours

Contact: Glen Hamer, President & CEO  
Address: Arizona Chamber of Commerce and Industry  
1850 North Central Avenue, Suite 1433  
Phoenix, Arizona 85004  
Phone: (602) 248-9172, ext. 115 Fax: (602) 265-1262  
Email: [ghamer@azchamber.com](mailto:ghamer@azchamber.com)  
website: [www.azchamber.com](http://www.azchamber.com)

The objectives of this externship placement is to train an individual in the intricacies of law making, policy development and lobbying. The Arizona Chamber provides an excellent environment to learn these skills as the focus is on policy development and then execution at all levels of government.

The extern will be fully integrated into the Chamber's policy making team. The extern will be exposed to all thirteen of the Chamber's policy committees, including our prestigious Public Affairs Committee. The extern will conduct extensive research on all the major policy areas facing the state of Arizona, write policy memos, issue briefs, and other communications to lawmakers and to the public. Much of the writing will involve legal matters.

The extern will write policy memos, columns, legal briefs, and summaries of legislation. The externship will also require a major issue brief on a key topic for Chamber. The work requires considerable written work and the extern will be expected to write quite a bit.

## EXTERNSHIP

Arizona Court of Appeals

Spring: 2-5 credit hours

Contact: The Honorable Jon Thompson  
Address: Arizona Court of Appeals, Division I  
1501 W. Washington, Suite 317  
Phoenix, Arizona 85007  
Phone: (602) 542-5304 Fax: (602) 542-7801  
Email: [akravets@appeals.az.gov](mailto:akravets@appeals.az.gov) / [jcoll@appeals.az.gov](mailto:jcoll@appeals.az.gov)

Judge Thompson serves as the liaison between the judges on the Court of Appeals and law students interested in an externship. Address resumes in care of Judge Thompson. Each interested judge will interview and select his or her own extern. The Court of Appeals consists of 16 judges and the judges sit in three-judge panels.

The Arizona Court of Appeals hears:

- every type of civil case (including constitutional, employment, environmental, intellectual property, insurance defense, medical malpractice, domestic relations, tax);
- criminal cases (excluding death penalty convictions);
- administrative appeals (including workers compensation, Board of Medical Examiners, mental health determinations); and
- juvenile delinquency and dependency.

The extern will become familiar with the mechanics of the appellate process, including the procedural rules (appellate, criminal, civil), evidentiary rules, briefing, oral argument and the disposition of cases through published opinions and memorandum decisions.

The Court of Appeals is unique in that the Court allows externs to accompany the judges and their law clerks into weekly conferences where the legal issues presented by each case are discussed by the three-judge panel prior to a decision being rendered. The extern must comply with court policies for confidentiality and the ethical guidelines.

Each judge will determine what is appropriate work for an extern in his or her chambers. Some externs perform work similar to that of the judge's law clerks.

Externs commonly:

- attend oral argument
- evaluate, research and analyze legal issues presented on appeal
- orally present research results and analysis to the panel
- become familiar with the legal record (entire case file, including trial transcripts, etc.).
- discuss issues/research with judge and law clerks
- attend weekly conferences with the panel judges
- draft research memorandum or may, in some cases, assist the judge in drafting decisions
- edit and cite-check draft decisions.

Participating judges include: Daniel A. Barker, Michael Brown, John C. Gemmill, Patrick Irvine, Diane Johnsen, Donn Kessler, Patricia Orozco, Jon Thompson, Ann Scott Timmer, and Lawrence Winthrop.

## EXTERNSHIP

Arizona Department of Corrections

Spring: 2-5 credit hours

Contact: Karyn Klausner, General Counsel  
Legal Services  
Address: Arizona Department of Corrections  
1801 W. Jefferson  
Phoenix, AZ 85007  
Phone: (602) 542-2323 Fax: (602) 542-4240  
Email: [kklausner@azcorrections.gov](mailto:kklausner@azcorrections.gov)

Externing with the Arizona Department of Corrections (ADC) will expose the law student to the variety of legal issues that may arise from the incarceration of inmates, including but not limited to constitutional [including amendments from first to eight, etc] and civil rights issues, private prison issues, legislation, and contract matters and to provide experience in researching and drafting memoranda on these issues. Enhance communication skills by interaction with Legal Services staff and lawyers from the Office of the Attorney General.

The extern will perform the following:

- Legal research to resolve questions regarding sentencing, ADC policies, proposed legislation, conditions of confinement, public records requests, privatization, contract and other Corrections issues as they arise.
- Draft, responses to the interrogatories and requests for admissions on behalf of the Director, former Directors and the Department.
- Review ADC policies for possible revision or implementation of new policies.
- Communicate with Legal Services Department staff and the Office of the Attorney General which represents the Department in litigation and many pre-litigation issues.

**SUBMIT A WRITING SAMPLE AND TRANSCRIPT ALONG  
WITH YOUR RESUME AND COVER LETTER.**

## EXTERNSHIP

Arizona Department of Water Resources

Spring: 2-5 credit hours

Contact: Nicole D. Klobas  
Deputy Counsel  
Address: Arizona Department of Water Resources  
3550 N. Central Ave.  
Phoenix, AZ  
Phone: 602/771-8472  
Email: [ndklobas@azwater.gov](mailto:ndklobas@azwater.gov)

This externship will provide an opportunity for a law student to participate in various ongoing issues at the Department. The Department is responsible for representing the State's interest in water-related issues, including Colorado River issues, as well as applying and enforcing the Groundwater Management Act (A.R.S. §§ 45-401 *et seq.*). The Department also serves as a technical advisor for surface water adjudication proceedings.

Possible opportunities for law students: assisting Department lawyers in drafting and revising rules and preparing rulemaking documents, researching issues in administrative law, preparing memoranda on legal questions affecting the Department or its policies, and providing assistance in administrative hearings or other judicial proceedings.

## EXTERNSHIP

Arizona Senior Citizens Law Project

Spring: 2-5 credit hours

### **ELIGIBILITY: MUST BE A THIRD YEAR LAW STUDENT**

Contact: Tim Goddard, Project Director  
Address: 1818 South 16th Street  
Phoenix, Arizona 85034  
Phone: (602) 252-6710 Fax: (602) 252-6694  
Email: seniorlw@mindspring.com

The Arizona Senior Citizens Law Project (ASCLP) is a non-profit corporation established in 1982 to provide free and affordable legal services to persons aged 60 and older who reside in Maricopa County. Currently, funding is provided through the Older Americans Act, Title III and Title XX, under a contract with the Area Agency on Aging, Region One, and a grant from the Arizona State Bar Foundation's Interest on Lawyers Trust Accounts and the Maricopa County Bar Foundation.

The Law Project consists of two components: one of which provides pro bono direct representation and the other which provides pro bono contingent and reduced fee representation by private attorneys. The practice is exclusively in civil law with emphasis on those areas of the law of particular interest to senior citizens--Social Security, Medicare, wills, probates, guardianships/conservatorships, real property problems, consumer disputes, financial abuse, etc. The Law Project also routinely provides legal information and social services referrals to needy senior citizens.

The Law Project is a member of the National Legal Aid and Defenders Association and is in good standing with the Arizona Corporation Commission.

ASCLP has been the recipient of the Area Agency on Aging's contract for provision of legal services since 1982 and has each year met or exceeded its contractual obligations for number of persons served and units of service provided. Additionally, the Law Project has received annual grants from the State Bar Foundation's IOLTA program since calendar 1986 for operation of its lawyer referral component.

The Law Project employs four full-time employees: two Arizona-licensed attorneys, one paralegal and one bilingual legal secretary. One of the attorneys functions primarily as the coordinator of the lawyer referral component. ASCLP maintains professional liability insurance for legal malpractice by staff, management errors and omissions, and employer defense and legal malpractice coverage for the referral panel.

<u>JOB DUTY</u>	<u>PERCENTAGE OF TIME DEVOTED TO JOB DUTY</u>
1. Client interviews and case preparation	50%
2. Legal research	20%
3. Monitoring of referrals to private attorneys	10%
4. Preparation of legal documents and memoranda of law	20%

## EXTERNSHIP

Arizona State University  
Office of General Counsel

Spring: 2-5 credit hours

Contact: Peggy Casebolt  
Supervising Attorney: Lisa Loo, Deputy General Counsel  
Address: Office of the General Counsel  
Foundation Building, 3<sup>rd</sup> Floor, Room 335  
Arizona State University  
Box 877405  
Tempe, Arizona 85287-7405  
Phone: (480) 965-4550  
Email: peggy.casebolt@asu.edu

The ASU Office of General Counsel (OGC) is responsible for providing comprehensive legal service to the President and Administration of Arizona State University.

The diversified practice of the General Counsel's Office offers a unique opportunity for law students to encounter a broad range of research assignments in one or more of the following areas: constitutional law, contractual matters, property law, student conduct matters, due process requirements, civil rights issues; including possible participation in investigation of discrimination charges, health-related law, and state and federal administrative and/or regulatory compliance law.

Principal areas of work of legal externs in recent years and in which this office is regularly engaged are employment-related matters, procurement and contract work, real property law, constitutional issues, sports law, immigration law, and intellectual property matters. In addition to the substantive legal issues, the legal externs are also exposed to procedural rules and aspects raised by these matters. In short, the diversified practice maintained in OGC offers a particularly unique opportunity for law students to see a broad spectrum of the law during their externship assignments.

Externs have concentrated their efforts in the areas of legal research and writing in the substantive fields listed above. Externs have been directly involved in interviewing individuals in connection with the preparation of ASU's responsive statements to various regulatory agencies concerning employment-related complaints. Externs also participate in meetings directly related to their work assignments and in OGC staff attorney meetings on an occasional basis.

## EXTERNSHIP

Arizona Supreme Court  
Government Affairs

Spring: 2-5 credit hours

Contact: Jerry G. Landau  
Address: Director of Government Affairs  
Arizona Supreme Court  
Administrative Office of the Courts  
445 Arizona Courts Building  
1501 W. Washington St., Suite 411  
Phoenix, Arizona 85007-3231  
Phone: (602) 452-3275 FAX: (602)  
Email: jlandau@courts.az.gov

This externship placement will give the extern an in-depth understanding of the work done by the Arizona Administrative Office of the Courts, Supreme Court of Arizona and the Judicial branch of government, how the Supreme Court interacts with other courts in the state and with the legislative and executive branches, and the numerous issues facing the state judicial system.

The extern will perform a wide array of legal work, focusing on legal writing, research and working with the governmental affairs group of the Supreme Court. A list of the extern's duties will include:

- Researching and interpreting current statutes, court rules and case law.
- Drafting written memoranda summarizing and analyzing legal issues.
- Drafting written memoranda summarizing and analyzing bills introduced in the 2006 Arizona Legislature.
- Generating written reports on various legal issues.
- Collaborating with AOC legislative staff on the production of the annual Legislative Update.
- Communicating with Supreme Court Justices, other judges, legislators and court employees regarding various legal and legislative issues.
- Communicating with public and private lobbyists involved in the legislative process.
- Preparing and conducting presentations to court personnel, legislators and legislative staff.
- Testifying before legislative committees.
- Working within committee groups formed by the Courts.
- Preparing PowerPoint Presentations on legislative and legal issues.
- Communicating with the AOC's Director of Government Affairs and other members of the Executive Office.

**DUE TO THE NATURE OF THE WORK DONE IN THIS OFFICE THIS OPPORTUNITY IS ONLY OFFERED IN THE FALL SEMESTER.**

## EXTERNSHIP

Arizona Supreme Court  
Legal Services Office

Spring: 2-5 credit hours

Contact: David L. Withey  
Address: Chief Counsel of the Legal Services Office  
Arizona Supreme Court  
Administrative Office of the Courts  
445 Arizona Courts Building  
1501 W. Washington St., Suite 411  
Phoenix, Arizona 85007-3231  
Phone: (602) 452-3325  
Email: [dwithey@courts.az.gov](mailto:dwithey@courts.az.gov)

The Legal Services Office will provide a unique educational experience by involving the extern in providing a broad range of in house counsel services primarily for the Administrative Director of the Courts and staff in support of the Chief Justice's administrative supervision of the judicial branch and secondarily for judges and court administrators throughout the state.

The extern will experience public sector law practice, advising in house clients and addressing legal issues that arise for Arizona courts. The extern will use and develop skills in issue identification, legal research and writing, client service, contract drafting and statutory analysis.

Depending upon interest and time devoted to the externship, the extern will perform all or most of the following tasks:

- A. Prepare analyses of draft legislation proposed by judges and court administrators for incorporation in the judicial branch legislative package that address consistency with the stated purpose, alternatives to legislation to accomplish the purpose and unintended legal effects.
- B. Prepare a detailed written analysis of at least one contract for the services of a private vendor assuring incorporation of all contractual elements and provisions required by law and recommending changes to correct any deficiencies.
- C. Prepare a memorandum for non-lawyer administrative staff of the court explaining the effect on current law and operations of at least one recent major appellate decision.
- D. Respond to requests for legal services by identifying the legal issue(s) presented, researching the issue(s) and providing a concise but comprehensive memorandum responding to the request.
- E. Review and comment on at least one draft opinion or draft at least one opinion concerning a judicial ethics issue or judicial employee ethics issue.
- F. Complete a major legal research and writing project. Examples of current projects are "Authority to Manage Courts and Triage Cases During a Pandemic or Other Major Emergency" and "Distinguishing Constitutional and Other Legal Requirements from Best Practices in the Operation of Juvenile Detention Centers."

## EXTERNSHIP

Arizona Supreme Court  
Staff Attorneys' Office

### **NOT AVAILABLE FOR SPRING 2010**

Contact: Patience T. Huntwork  
Address: Staff Attorneys' Office  
Arizona Supreme Court  
445 Arizona Courts Building  
1501 W. Washington St.  
Phoenix, Arizona 85007-3231  
Phone: (602) 452-3528 FAX: (602) 452-3482  
Email: Phuntwork@courts.az.gov

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The objectives of this externship placement are to allow the 12 attorneys of the Arizona Supreme Court Staff Attorneys' Office the opportunity to work with a bright and knowledgeable future lawyer, who can assist them with a variety of the tasks which our office performs for the Supreme Court.

The most likely areas of legal work assigned to the extern would be: the processing of death penalty cases and related issues including capital representation; all phases of rule-making for the court of the state of Arizona - civil, criminal and juvenile; state bar disciplinary appeals; election appeals; prisoner pro se litigation; and water rights litigation. The extern could be asked to assist staff attorneys in preparation of memoranda to the Court on petitions for review and special action. In addition, there might be a need for a major inquiry into a topic requested by the Court, which could be on any topic urgently needed by the Court.

**NOT AVAILABLE FOR SPRING 2010**

## EXTERNSHIP

Arizona Tax Court  
Superior Court of Arizona

Spring: 2-5 credit hours

Contact: The Honorable Dean Fink  
Presiding Judge, Arizona Tax Court  
Address: Superior Court of Arizona  
101 W. Jefferson, East Court Building, Suite 412  
Phoenix, AZ 85003  
Phone: (602) 506-2050 Fax: (602) 506-5049  
Email: [finkd@superiorcourt.maricopa.gov](mailto:finkd@superiorcourt.maricopa.gov)

This externship will give an interested law student a unique exposure to the Arizona Tax Court and Arizona tax law by working directly with the Presiding Judge of the Arizona Tax Court.

The extern will work at the Court and have an opportunity to view tax court proceedings. The student will learn tax court procedures, research tax law and draft memoranda and decisions for the Court.

Initially the extern will be asked to draft memoranda on discreet issues of law. With experience, the extern may also be asked to draft decisions of the court following trial or oral argument on motions for summary judgement.

## EXTERNSHIP

Arizona Technology Enterprises

Spring: 2-5 credit hours

Contact: Natasha Bruss, Director  
Address: Arizona Technology Enterprises  
1475 North Scottsdale Road, Suite 200  
Scottsdale, AZ 85257  
Phone: (480) 884-1995 Fax: (480) 884-1984  
Email: [nbruss@azte.com](mailto:nbruss@azte.com)

This externship will expose the student to technology transfer issues, including the identification, protection and commercialization of technology.

The extern will work with internal and external counsel to prepare transactional documents related to the transfer of technology, including license agreements, option agreements, term sheets, inter-institutional agreements, corporate sponsored research agreements, material transfer agreements, and collaboration agreements.

The extern will generate written work, including any of the transactional documents listed above and memoranda on current issues affecting technology transfer.

## EXTERNSHIP

City of Mesa Attorney's Office

Spring: 2-5 credit hours

Contact: Marge Rednoske, Management Assistant  
Address: City of Mesa  
20 E. Main Street, Suite 850  
P.O. Box 1466  
Mesa, Arizona 85211-1466  
Phone: (480) 644-2343 Fax: (480) 644-2498  
Email: Marge.Rednoske@mesaaz.gov

The City of Mesa is committed to providing extern(s) with a rewarding legal educational experience in Municipal law including the handling of a variety of assignments in areas such as condemnation, real estate transactions, tax and licensing, environmental law, water law, liability defense litigation, planning and zoning, construction litigation, research and writing appellate briefs, preparation of summary judgment motions, legal research and writing memorandums.

Type of legal work the extern will perform:

- ◆ Research, write, and draft motions for summary judgment, legal opinions, and other legal memorandums.
- ◆ Attend depositions.
- ◆ Attend trial.
- ◆ Participate in witness preparations.
- ◆ Attend city council meetings, executive sessions when permissible and attend meetings of the city's boards and commissions such as planning and zoning, design review, and general development committee.
- ◆ Handle assignments from the city attorney's litigation unit in the areas of liability defense involving Federal 1983 Civil Rights claims, Title 7 employment discrimination claims, claims under the ADA, as well as common law negligence claims.
- ◆ Handle assignments from the city attorney's administrative unit in the areas of drafting and reviewing contracts, ordinances, resolutions, settlement agreements, legal opinions, referendums, and initiatives.

## EXTERNSHIP

City of Peoria, Attorney's Office

Spring: 2-5 credit hours

Contact: Michael Dynes  
Assistant City Attorney  
Address: City Attorney's Office  
8401 W. Monroe Street  
Peoria, , AZ 85345  
Phone: (623) 773-7335 FAX: (623) 772-7323  
Email: Mike.dynes@peoriaaz.gov

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Externs will be exposed to the functions of the City Attorney's Office allowing the extern to apply the skills learned in law school under the supervision of a practicing attorney.

Specific tasks may include:

- Research and writing on both the civil and criminal sides as needed
- Conducting Criminal pretrial conferences under the supervision of an attorney
- Participation in trials and evidentiary hearings

Type of specific written work:

- Motion responses
- Appellate preparation
- interoffice research memoranda
- training bulletins for law enforcement

## EXTERNSHIP

City of Phoenix Government Relations Office

Spring: 2-5 credit hours

Contact: Karen Peters, Government Relations Director  
Address: City of Phoenix Government Relations Office  
200 W. Washington  
Phoenix, AZ 85003  
Phone: (602) 256-4257 Fax: (602) 534-3644  
Email: [karen.peters@phoenix.gov](mailto:karen.peters@phoenix.gov)  
Website URL: [www.phoenix.gov](http://www.phoenix.gov)

This externship will familiarize the extern with state and federal legislative processes, interaction of city government with state, federal, and other local governments, particularly legislative and executive functions. It will provide opportunities for research, writing, and presentation regarding policy issues.

Tasks may include:

- Analyzing state and/or federal legislation.
- Preparing recommendations for city policy positions.
- Preparing position papers and/or fact sheets.
- Preparing for and participating in weekly briefing with City Attorney's Office lawyers regarding state legislation.
- Preparing summaries of state and/or federal legislation.
- Preparing briefing documents regarding City legislative priorities.

## EXTERNSHIP

City of Phoenix Public Defender's Office

Spring: 2-5 credit hours

Contact: Gary Kula  
Address: City of Phoenix  
Public Defender's Office  
200 W. Washington, 14th Floor  
Phoenix, AZ 85003  
Phone: (602) 534-2403 Fax: (602) 534-2381  
Email: gary.kula@phoenix.gov

This externship will provide courtroom experience to students licensed to practice pursuant to Rule 38(e), Rules of the Supreme Court of Arizona. All cases handled by the extern will originate in the largest court in Arizona, the Municipal Court of the City of Phoenix.

The extern will be assigned criminal cases both at the pretrial conference and trial level. The extern, under supervision, will be responsible for conducting a pretrial investigation, interviewing both state and potential defense witnesses, preparing and writing pretrial motions, and working through a case, whether it is resolved through a plea agreement or the presentation of the case to the court or a jury. Externs will also be assigned cases already in progress, to allow them to handle trial responsibilities early in the semester. In order to maximize the extern's exposure to a variety of experiences, they will also be supervised by other attorneys during trials and courtroom appearances.

In summary, an extern would be responsible for performing all activities required to provide quality representation to the client. This will include not only the responsibilities outlined above, but also researching the applicable law, reviewing police reports, and analyzing evidence to determine the appropriate course of action in a case.

Case assignments will be made to accommodate the externs pre-existing classroom schedule. However, once their schedule is determined, there will be specific times when they will need to be at the court.

It is also expected that the extern will be provided with an academic component including ethical rules, client interview techniques, evidentiary problems, substantive and procedural law as it relates to their cases, and other information necessary in order for them to provide effective legal representation to their client. Efforts would also be made to provide the extern with a sufficient familiarity with workings of the criminal justice system to allow them to select a topic and fulfill the writing obligation aspect of the externship through the completion of a paper related to their representation of individuals in criminal cases.

Specific activities:

Attend pretrial conferences at municipal court for DUI and other misdemeanor cases.

Review police departmental reports.

Meet clients at pretrial conferences. Interview the client, going over the charges against the client, advising clients' of their rights and negotiating a settlement of the case or setting the matter for trial.

For matters concluded by plea agreement, represent the client at the sentencing phase in the municipal court.

Interview witnesses for matters set for trial, including arresting officers, chemists and other experts.

Investigate the client's case, including crime scene investigation, locating and interviewing defense witnesses, as well as developing a defense and theory of the case.

Legal research for law memoranda in support of pretrial motions, including motions to suppress, voluntariness, dismissal, jury voir dire, and the submission of jury instructions.

Draft and file motions required in order to represent clients.

Conduct misdemeanor trials either before the court or before a jury.

The Agency's intention to provide the extern with a sophisticated understanding of the criminal justice through one-on-one training by an experienced trial lawyer, as well as the opportunity to work on cases with other well-experienced criminal defense practitioners in the Phoenix Municipal Court.

## EXTERNSHIP

City of Scottsdale Attorney's Office

Spring: 2-5 credit hours

Contact: Deborah W. Robberson  
Scottsdale City Attorney  
Joe Padilla  
Address: City Attorney's Office  
3939 No. Drinkwater Blvd.  
Scottsdale, AZ 85251  
Phone: (480) 312-7994 or 312-3501      FAX: (480) 312-2548  
Email: [jpadilla@scottsdale.gov](mailto:jpadilla@scottsdale.gov)

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The Scottsdale City Attorney's Office represents the City of Scottsdale and provides legal assistance and representation to each of the Departments that make up the organizational structure of the City. The City Attorney's Office also renders advice to the Mayor and City Council on a variety of issues.

Law students applying for this position will be asked to research various legal issues and prepare internal memoranda to support their findings. This extern position will provide an excellent opportunity to gain exposure into the inner workings of a municipality and understand the wide variety of legal issues relating to a governmental agency.

The extern will perform the following legal work:

- Research and prepare internal legal memoranda on a broad range of legal issues including open meeting laws, public records requests, attorney/client privilege, ethics, procurement, etc.
- Identify and review cases that impact city-related issues.
- Attend board and commission meetings including Development Review Board, Planning Commission, Airport Advisory Board, Redevelopment Board, City Council meetings, etc.
- Attend various meetings including internal tax hearings, risk management status hearings, work study sessions, etc.
- Assist litigating attorneys in discovery, the drafting of pleadings, and in preparing for trial.
- Assist staff attorneys with projects in areas including water and environmental, community development, planning and zoning, transportation, and general municipal issues.

The extern is expected to be proficient in traditional research methods including Westlaw, Premise and the Internet.

### **SUBMIT RESUME AND WRITING SAMPLE**

## EXTERNSHIP

City of Tempe Attorney's Office

Spring: 2-5 credit hours

Contact: Susan Vasquez  
Address: City of Tempe Attorney's Office  
140 East Fifth Street, Suite 301  
Tempe, Arizona 85280  
Phone: (480) 350-8227 Fax: (480) 350-8645  
Email: Susan\_Vasquez@tempe.gov

The City Attorney's Office provides legal services to all City departments, boards and commissions, committees, and the Mayor and City Council on a regular basis. It works with the Mayor and Council, city management and departments to ensure that the legal rights and position of the City and its employees are appropriately advocated and city ordinances and state laws are enforced.

Other responsibilities of the office include representing the City in legal proceedings before administrative and legislative bodies, and in the courts at all levels. Attorneys provide numerous services ranging from drafting legal documents and ordinances, reviewing contracts or other legal instruments, assisting in legal transactions, giving legal advice, responding to citizen concerns, prosecuting and defending on behalf of the City and State in litigation.

The objectives of the externship placement are to get law students involved in critical legal research and writing, in a real life legal setting. In addition, the extern must be involved in the day to day workings of the office as much as is feasible given the time constraints of school. This means that the extern must keep the office abreast of the hours he or she is available for work, as well as consulting with the supervisory attorney and the other attorneys in the office.

All eight attorneys in the City Attorney's Office have access to and may assign projects to the extern. Each assigning attorney will supervise and review the extern's work for that particular project. All work performed by the extern will be critiqued, generally through meetings and discussions with the extern.

The extern will help draft pleadings and legal memoranda. In the past, this has included drafting disclosure statements, motions for summary judgment, and interoffice memoranda on subjects such as environmental law, § 1983 litigation, zoning, and eminent domain. The extern will be encouraged to attend meetings (including Council meetings, Boards and Commission meetings, and other meetings with clients) and to attend court proceedings when available.

## EXTERNSHIP

Community Legal Services

Spring: 2-5 credit hours

Contact: George H. McKay  
Address: Community Legal Services  
305 S. Second Ave.  
Phoenix, AZ 85036-2402  
Phone: (602) 258-3434 x 2770 Fax: (602) 254-3258  
Email: Vmmoore@clsaz.org

The objectives of this externship placement are to enhance and supplement legal study and skills development in the following ways:

- Provide an ASU law student with the opportunity to actively participate in the area of public interest law with one of the oldest and most diversified legal aid organizations in Arizona.
- Expose the student to the legal, diverse, financial and social problems faced daily by the poor, working poor, disabled, homeless, and elderly citizens of Maricopa County. Such exposure will hopefully demonstrate the law's application to the needs of all citizens.
- Demonstrate that public interest advocacy can be challenging, demanding, and rewarding legal work that will utilize their first year training to the fullest extent.

The extern will be expected to participate in the drafting of business letters and general correspondence, legal memoranda, and various documents related to general civil litigation and administrative law. Examples of such are: a) legal memoranda; b) motions, answers, complaints; and c) interrogatories, requests for admissions and deposition outlines.

Placements are available in various units including: Benefits and Employment Unit, the Farmworker Unit and the Housing Unit.

## EXTERNSHIP

Community Legal Services (Eastside Office)  
Family Law/Domestic Violence Project

Spring: 2-5 credit hours

Contact: Sarah Youngblood  
20 West First Street, Suite 101  
Mesa, Arizona 85201  
Phone: 480/833-1442 x 2940 FAX: 480/833-1746  
Email: syoungblood@clsaz.org

**Description of Firm:** Community Legal Services is a not-for-profit law firm practicing in a variety of civil legal areas for low-income clients. Community Legal Services serves its clients by aggressive litigation, mediation, self-help assistance and public policy development.

**Objective:** The objective of this externship is to provide the student with a “hands on” family law practice experience. At the end of the externship, the student should have an understanding about the day-to-day practice of family law and have learned many of the skills necessary to be successful in the practice of law. There will be special emphasis placed on public policy work, with research projects designed to permit the student to explore public policy issues, together with the practical litigation oriented work assignments.

**Scope of Work:** Along with research, the student will be expected to interview family law clients, draft pleadings and case summaries. The student will “job shadow” a family law attorney and attend various courts hearings, trials, settlement conferences and depositions. The student will have the opportunity to attend, observe and participate in city and state legislative and judicial family law study meetings and other agency group meetings.

## EXTERNSHIP

Community Legal Services (Eastside Office)  
Housing Law Advocacy Project

Spring: 2-5 credit hours

Contact: Sarah Youngblood  
20 West First Street, Suite 101  
Mesa, Arizona 85201  
Phone: 480/833-1442 x 2940 FAX: 480/833-1746  
Email: syounglbood@clsaz.org

**Description of Firm:** Community Legal Services (“CLS”) is a non-profit law firm practicing in a variety of civil legal areas for low-income clients. Community Legal Services serves its clients by aggressive litigation, self-help assistance and public policy development.

**Objective:** The objective of this externship is to provide the student with a “hands on” housing law practice experience. At the end of the externship, the student should have a solid understanding about the day-to-day practice of CLS’s housing law attorney’s. They will have been exposed to the various issues affecting tenants in Arizona and they will have developed a firm grasp of the statutes, cases and regulations pertaining to private and public housing. The students will receive practical litigation oriented work assignments directly related to cases currently being litigated in the Justice Courts, Superior Courts, Federal Courts and administrative agencies. Students interested in public policy and the legislative process will receive research projects designed to permit the student to explore and participate in public policy.

**Scope of Work:** The student will assist CLS housing staff with case-related research and writing regarding tenant evictions and special issues in public housing. In addition, the student will conduct client interviews and assist with preparation of forms and pleadings on behalf of tenants facing eviction. Public policy projects will include research and writing on proposed amendments to the Arizona Residential Landlord and Tenant Act, and special litigation projects. The student will “job shadow” a housing attorney and attend various court hearings, trials, settlement conferences, depositions, and administrative agency proceedings.

## EXTERNSHIP

Crime Victims Legal Assistance Project

Spring: 2-5 credit hours

Contact: Mischa Hepner, Attorney  
Crime Victims Legal Assistance Project  
Box 877906  
Tempe, Arizona 85287-7906  
Phone: 480/965-5640 FAX: 480/965-3229  
602/930-9896 (cell)  
Email: mhepner@voiceforvictims.org

In this externship students shall receive significant experience meeting with clients who are victims of crime – sexual assault, domestic violence, child crimes and homicide. This experience includes attending state and federal court regularly at both the trial and appellate level. The extern will regularly assist in researching and writing legal memoranda, motions and appellate briefs relating to criminal law and victims' rights in Arizona and nationally.

The extern will perform the following:

- client interviews;
- research cutting-edge case law;
- draft motions and appellate briefs at both the state and federal level;
- contact law enforcement and social service agencies on behalf of the client;
- attend numerous court proceedings;
- interact with social work staff and social work interns in a multi-disciplinary setting.

If Rule 38 eligible, the extern will also argue motions in court.

## EXTERNSHIP

Department of Veterans Affairs  
Office of Regional Counsel

Spring: 2-5 credit hours

Contact: Mark Romaneski  
Address: Department of Veterans Affairs  
Office of Regional Counsel  
650 E. Indian School Rd., Building #24  
Phoenix, AZ 85012  
Phone: (602) 212-2091  
Email: mark.romaneski@va.gov

The U.S. Department of Veterans Affairs (VA), Office of Regional Counsel for Region 19, is seeking students currently enrolled in an accredited law school for their Legal Intern Program. Region 19 is directly responsible to the VA Office of General Counsel for the administration, direction, and execution of all Department legal activities in Arizona, New Mexico, and Nevada.

The aim of the Regional Counsel Legal Intern Program is to provide law students with direct exposure to the practice of law in the Federal government, with emphasis on the practice of law at the VA. The interns will work with practicing attorneys in Region 19 and will be assigned work of the kind given to attorneys in the organization. This includes, work on cases related to the Federal Tort Claims Act, Health law, Employment law, and Information law.

The primary duties of the intern will include legal research in case preparation, drafting legal briefs and motions, and resolving administrative tort claims filed against the Department alleging property damage, personal injury, or medical malpractice. In order to optimize the learning experience for the interns, they will also have the opportunity where and whenever practicable, to take part in or observe proceedings in which attorneys are involved, including witness interviews, administrative hearings, mediations, and settlement discussions.

The overall objective of this internship is to expose and train the intern to envision the practice of law as a process and to apply those processes in a practical and useful way.

## EXTERNSHIP

Equal Employment Opportunity Commission  
Phoenix District Office

Spring: 2-5 credit hours

Contact: Mary Jo O'Neill  
Address: 3300 N. Central Avenue, Suite 690  
Attention: Legal Unit  
Phoenix, Arizona 85012  
Phone: (602) 640-5044 Fax: (602) 640-5009  
Email: Mary.Oneill@EEOC.Gov

The U.S. Equal Employment Opportunity Commission (“EEOC”) enforces four federal laws prohibiting workplace discrimination. These statutes prohibit discrimination because of a person’s race, sex, national origin, religion, color, age, and disability. Attorneys in Phoenix District Office litigate in federal court those complaints, which the agency determines are litigation worthy. The attorneys also represent and provide legal advice to EEOC investigators and management staff.

As an extern, a student would have a varied and complete legal experience working not only with the attorneys in the Phoenix District Office but also some of the investigators and mediators. The following are some of the assignments and/or experiences student externs have had:

- conducting legal research
- drafting legal memoranda
- drafting all types of pleadings (complaints, motions, responses)
- drafting , and responding to, discovery
- reviewing and analyzing documents produced during litigation
- interviewing witnesses and victims of discrimination
- drafting deposition outlines
- assisting in deposition preparation of witnesses
- attending depositions
- participating in in-house moot court arguments
- attending oral arguments and/or trial (to the extent scheduled)
- determining whether an investigation supports the legal standards for a “cause finding” and drafting “cause reviews”
- participating in the interview of potential charging parties and assisting in drafting charges of discrimination
- attending mediations

## EXTERNSHIP

Federal Public Defender's Office,  
District of Arizona

Spring: 2-5 credit hours

Contact: Jon M. Sands  
Address: Office of the Federal Public Defender  
for the District of Arizona  
850 West Adams, Suite 201  
Phoenix, AZ 85007-2730  
Phone: (602) 382-2700 Fax: (602) 382-2800  
Email: jon\_sands@fd.org

The extern will function in a typical law clerk support capacity. Most work will involve research and writing in three areas: pre-trial motions, evidentiary issues anticipated at trial, and appellate briefs.

Specific tasks are anticipated to include the following:

- Research and preparation of memoranda
- Trial preparation (interviews, witnesses, etc.)
- Drafting of pre-trial motions and responses
- Assistance at pre-trial hearings and trial
- Assistance in preparation of appellate briefs

**BACKGROUND CHECKS: A background security investigation is required for all new hires. This is a non-executive high sensitive position that requires you to be fingerprinted, photographed, and complete appropriate security paperwork. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.**

## EXTERNSHIP

Federal Public Defender  
Capital Habeas Unit

Spring: 2-5 credit hours

Contact: Dale Baich  
Address: Office of the Federal Public Defender  
for the District of Arizona  
Capital Habeas Unit  
850 West Adams, Suite 201  
Phoenix, AZ 85007-2730  
Phone: (602) 382-2816 Fax: (602) 889-3960  
Email: dale\_baich@fd.org

The Capital Habeas Unit (“CHU”) in the Office of the Federal Public Defender represents persons under a sentence of death in habeas corpus proceedings in the federal courts. Presently the CHU represents 28 individuals under a sentence of death. The CHU also represents a number of individuals in non-capital matters. Most of the litigation takes place in the United States district court. A number of cases are pending in the Ninth Circuit and there is a possibility the CHU will litigate a case in the United States Supreme Court this term.

The CHU is staffed by seven attorneys, five paralegals, four investigators, three secretaries and clerical assistants. The CHU is based in Phoenix with an office in Tucson.

The externs perform legal research; draft memoranda and pleadings; and generally assist the attorneys. The externs are not assigned to clerical tasks. It is important that the externs are skilled in Westlaw research and have excellent writing skills. All of the assignments are supervised and critiqued by staff attorneys.

Along with a resume, applicants are required to submit a cover letter stating reasons and interest in applying for the position. Applicants selected for an interview will be required to submit two writing samples and list as a reference the applicant’s legal writing instructor.

**BACKGROUND CHECKS: A background security investigation is required for all new hires. This is a non-executive high sensitive position that requires you to be fingerprinted, photographed, and complete appropriate security paperwork. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.**

## EXTERNSHIP

The Florence Immigrant & Refugee Rights Project  
Eloy & Florence Programs

Spring: 2-5 credit hours

Contact: Lindsay Marshall, Executive Director  
Address: Florence Immigrant & Refugee Rights Project  
P.O. Box 654, Florence, AZ 85232  
Phone: 520/868-0191 ext. 101 Fax: 520/868-0192  
Email: lmarshall@firrp.org

### Organizational Description

The Florence Immigrant and Refugee Rights Project is a non-profit, community-based legal service organization which counsels and represents immigrant men, women, and children detained for removal proceedings in Immigration and Customs Enforcement (ICE) custody in Arizona. It is estimated that almost 10% of the national detained population is held at any given time at ICE detention centers in rural Arizona. Without the right to government-appointed counsel in removal proceedings, 90% of detained people go unrepresented due to poverty. Responding to this legal emergency, the Florence Project provided legal services to more than 8,433 detained people from over 97 countries last year. The Project provides a full range of services including orientation and screening, interviewing, referral, representation, pro se case assistance and supportive social services.

### Description of Position

The extern will work directly with detained clients in immigration proceedings under the supervision of a staff attorney. S/he will assist with conducting client intakes, completing applications for relief from removal, legal and factual research, and preparing individuals for their court hearings. Additionally, the extern will undertake a substantive writing project such as a prehearing brief, motion or appeal. S/he may also have the opportunity to represent a client in his individual merits hearing on his claim for relief from removal.

### Qualifications

The Project seeks externs who have a demonstrated commitment to immigration issues and enjoy working in a collaborative, fast-paced and exciting work environment and an interest in working with vulnerable populations. ***Fluency in Spanish is required.*** Prior academic experience, or a strong interest in immigration law would also be helpful.

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBT individuals, persons with disabilities and members of under-represented or disadvantaged communities to apply.

## EXTERNSHIP

The Florence Immigrant & Refugee Rights Project  
Children's Project

Spring: 2-5 credit hours

Contact: Lindsay Marshall, Executive Director  
Address: Florence Immigrant & Refugee Rights Project  
P.O. Box 654, Florence, AZ 85232  
Phone: 520/868-0191 ext. 101 Fax: 520/868-0192  
Email: lmarshall@firrp.org

### Organizational Description

The Florence Immigrant and Refugee Rights Project is a non-profit, community-based legal service organization which counsels and represents immigrant men, women, and children detained for removal proceedings in Immigration and Customs Enforcement (ICE) custody in Arizona. It is estimated that almost 10% of the national detained population is held at any given time at ICE detention centers in rural Arizona. Without the right to government-appointed counsel in removal proceedings, 90% of detained people go unrepresented due to poverty. Responding to this legal emergency, the Florence Project provided legal services to more than 8,433 detained people from over 97 countries last year. The Detained Immigrant and Refugee Children's Initiative – created in 2000 - educates, empowers and provides legal assistance to children detained by ICE in Arizona.

### Description of Position

The objective of the externship placement with the Florence Immigrant & Refugee Rights Project is to provide the extern with an enhanced understanding of immigration law in the area of defending immigrant and refugee children placed in immigration removal proceedings. The externship will also provide practical and intensive experience in client-interviewing, litigation, research and writing skills. This externship is based in Phoenix, where the Project maintains a satellite office.

Under the supervision of a staff attorney, the extern will work directly with detained children in immigration proceedings. S/he will conduct client intake interviews, assist with family reunifications and applications for relief from removal, and assist the staff attorney in pursuing special immigrant juvenile status visas for children who have been abused, abandoned or neglected in their home countries. In addition, the extern may be asked to undertake a substantive writing project such as an extensive 10 to 20 page brief in support of a client's asylum application. The written work will most likely relate to an existing client's case and will deal with cutting edge developments in asylum law as applied to children.

### Qualifications

The Project seeks externs who have a demonstrated commitment to immigration issues and enjoy working in a collaborative, fast-paced and exciting work environment and an interest in working with vulnerable populations and especially children. ***Fluency in Spanish is required.***

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBT individuals, persons with disabilities and members of under-represented or disadvantaged communities to apply.

## EXTERNSHIP

Frank Lloyd Wright Foundation

Spring: 2-5 credit hours

Contact: Karyn Osterman, Legal Counsel  
Address: Taliesin West  
P.O. Box 4430  
Scottsdale, Arizona 85261-4430  
Phone: (480) 627-5396 Fax: (480) 451-8989  
Email: [kosterman@franklloydwright.org](mailto:kosterman@franklloydwright.org)

This externship will provide an opportunity for a law student interested in intellectual property to research and prepare documents related to the protection of intellectual property.

Specific tasks and written assignments may include:

- ◆ Research background information related to known infringements.
- ◆ Research intellectual property law to strengthen the nonprofit organization's position with respect to the infringing uses by the third party.
- ◆ Draft letters of inquiry, cease and desist letters, and Uniform Domain Name Resolution Policy complaints.
- ◆ Prepare copyright registration forms and copyright assignment documents.

## EXTERNSHIP

Goldwater Institute

Spring: 2-5 credit hours

Contact: Carrie Ann Sitren  
Attorney, Scharf-Norton Center for Constitutional Government  
Address: 500 E. Coronado Road  
Phoenix, Arizona 85004  
Phone: (602) 462-5000 x 231 Fax: (602) 256-7045  
Email: [csitren@goldwaterinstitute.org](mailto:csitren@goldwaterinstitute.org)  
Website: [www.goldwaterinstitute.org](http://www.goldwaterinstitute.org)

The Goldwater Externship is designed to expose law students to legal issues that are rarely explored in-depth at most schools and to equip externs with research, analysis, and writing skills that will help them be more effective as lawyers.

The Goldwater Institute focuses on state constitutional issues as well as the impact of the U.S. Constitution and federal statutes on those residing in Arizona. Externs will have the opportunity to explore Arizona constitutional law, federalism, cutting-edge constitutional theories, media skills, and the use of social science research. Externs will learn how to recognize and seize public interest opportunities regardless of their ultimate field of practice.

### Center for Constitutional Government

The constitutional government center publishes policy papers to provide a vision for a balanced constitutional rule of law. The center focuses on property rights, campaign finance, regulatory bodies, legislative terms, balance of power among levels of government, processes of judicial appointment, state sovereignty, and other issues in constitutional law. Policy papers can be found on Goldwater's website as part of the Institute's Research.

## EXTERNSHIP

Governor Janice K. Brewer's Office of General Counsel Governor's Office of General Counsel

Spring: 2-5 credit hours

Hiring Attorney: Joseph Kanefield  
General Counsel  
Contact: Vanessa Hickman  
Deputy General Counsel  
Address: Governor Janice K. Brewer  
Office of General Counsel  
1700 W. Washington Street  
Phoenix, AZ 85007-2812  
Phone: (602) 542-1442  
Email: vhickman@az.gov

This externship program will be an invaluable experience for any student pursuing a legal career. This job will give the student a well-rounded experience of the day-to-day operations of state government and the responsibilities of the General Counsel. Both the Governor's office and the student benefit from this externship program.

The extern will review legislative proposals and policies, assist with drafting and analyzing contractual agreements, review state statutes and regulations, analyze and conduct legal research, draft research memorandums, conduct statutory interpretation, and work on all aspects of litigation.

Where appropriate, the extern will assist in the drafting, editing and reviewing of briefs filed by the Governor's office.

## EXTERNSHIP

Institute for Justice, Arizona Chapter

Spring: 2-5 credit hours

Contact: Timothy D. Keller, Executive Director  
Address: Institute for Justice, Arizona Chapter  
111 W. Monroe Street, Suite 1107  
Phoenix, Arizona 85003  
Phone: (602) 324-5440 Fax: (602) 324-5441  
Email: Tkeller@IJ.Org

The externship will expose the law student to topics rarely raised in most law schools: natural rights theory, public interest litigation tactics, cutting-edge constitutional theories, media skills, and the use of social science research. Externs will learn how to recognize and seize public interest opportunities regardless of their ultimate field of practice.

The Arizona Chapter focuses on state constitutional litigation in IJ's core mission areas. IJ sues the government when it stands in the way of people trying to earn an honest living, when it takes away individuals' property, when bureaucrats (not parents) control the education of children, and when government stifles speech.

From the first externs will be involved in strategy meetings; work on substantive assignments; assist with brief writing for trial, appeals, and Supreme Court levels; and research potential cases. IJ handles so many interesting cases that there will be plenty of legally challenging work for externs.

## EXTERNSHIP

Maricopa County Attorney

Spring: 2-5 credit hours

Contact: Jeff Duvendack  
Legal Training & Development Bureau  
100 W. Washington, Suite 2100  
Phoenix, AZ 85003  
Phone: (602) 372-0154 Fax: (602) 372-7210  
Email: Duvendack@MCAO.Maricopa.gov

Externships Available:

### Appeals and Research Division

An externship in the Appeals and Research Division will give the law student an overview of the types of work performed by attorneys in appellate practice. Students will receive experience in legal research and writing. Externs will research and draft responses to legal research requests from attorneys throughout the office. Additionally, externs will research and update MCAO's standardized argument bank. They will also summarize police involved shooting investigation reports and prepare those cases for the shooting review board. This externship will provide students with the opportunity to further develop their research and writing skills. Certification under Rule 38 is not needed.

### Juvenile Crimes Division

This externship is conducted at MCAO's juvenile facilities in Mesa or in downtown Phoenix. This externship will give the student a hands-on inside look at how juvenile crimes are prosecuted in a large metropolitan area. Externs will be exposed to Juvenile Criminal Law, Criminal Sentencing, Evidence and the Juvenile Rules of Procedure. Externs will perform many varied tasks including legal research and writing, trial preparation, witness preparation, involvement with witness interviews, conducting bench trials, and assisting with special projects and assignments within the division. Certification under Rule 38 is required.

### Early Disposition Court

Externs assigned to the Early Disposition Court (EDC) will gain extensive experience in plea negotiations and plea agreement drafting. Externs will be exposed to Criminal Law (with a heavy emphasis on drug offenses), Sentencing, Evidence and Criminal Procedure. Primary functions include the formulation of appropriate plea offers, plea negotiations with defense attorneys, and the development and presentation of plea agreements. Certification under Rule 38 is not required, but those externs who are certified will also conduct preliminary hearings on cases in the EDC.

### Charging Bureau

Externs assigned to the charging bureau will gain significant exposure to the elements of a wide variety of crimes and will gain an understanding of the evidence necessary to prove crimes beyond a reasonable doubt. Students will learn first hand how prosecutorial discretion is exercised at the charging stage. Primary duties will include reviewing police reports and making decisions on whether the evidence is sufficient to prove a crime and what crimes should be charged. In particular, externs will work with domestic violence cases, our check enforcement cases, and cases that are eligible for diversion programs. Certification under Rule 38 is not necessary.

### Preliminary Hearing Bureaus

Externs assigned to the Preliminary Hearing Bureaus will work in Mesa or downtown Phoenix. Students will be exposed to Criminal Law, Sentencing, Evidence, and Criminal Procedure. Externs will be responsible for handling felony cases in our Regional Court Centers. They will develop, draft and present plea agreements to defense attorneys. They will have contact with police officers and victims on their cases. Externs will also conduct preliminary hearings when necessary. Work in the Regional Court Centers is fast paced and hectic and it will give the student a good understanding of the early stages of a criminal prosecution. Externs will also have the opportunity to conduct bench trials in our justice courts for offenses ranging from criminal traffic cases to domestic violence assaults. Students may have the opportunity to conduct a DUI jury trial during their externship. These positions will involve drafting some responses to defense motions, but the primary focus is courtroom work. Certification under Rule 38 is required.

### Criminal Trial and Major Crimes Bureaus

Externs assigned to the Criminal Trials Bureaus or the Major Crimes Bureaus will receive significant exposure to the day-to-day work involved in the prosecution of felony cases. Students will be exposed to Criminal Law, Sentencing, Evidence and Criminal Procedure. Externs will perform a variety of functions depending on their specific placement but typical duties will include drafting responses to defense motions, assisting in trial preparation, participation in witness interviews, assisting with the disclosure process, and courtroom observation. Rule 38 certified students will also have the opportunity to perform court coverage assignments and to participate in the presentation of evidence during felony jury trials. Certification under Rule 38 is helpful, but not required.

When applying for an externship with the Maricopa County Attorney's Office, students should indicate their top three choices for assignment. Externs may rotate to a maximum of two different areas depending on the length of that individual's externship and the needs of the office. Externs must successfully complete a criminal background investigation and a drug test prior to beginning the externship.

## EXTERNSHIP

Maricopa County Public Defender  
Trial and Appeals Divisions

Spring: 2-5 credit hours

Contact: Rebecca Kirchler, Extern Supervisor  
Address: Maricopa County Public Defender's Office  
Downtown Justice Center  
620 W. Jackson, Suite 4015  
Phoenix, AZ 85003  
Phone: (602) 506-7711 Fax: (602) 506-8231  
Email: [Kirchlerr@mail.maricopa.gov](mailto:Kirchlerr@mail.maricopa.gov)

The Office of the Public Defender protects the fundamental rights of all individuals by providing effective legal representation for indigent people facing criminal charges, juvenile adjudications, and mental health commitments when appointed by the Maricopa County Superior and Justice Courts.

Externs will work in either the Trial or Appeals Division. They will work with several lawyers on a range of cases. The externship will provide an overview of the types of work performed by attorneys in trial or appellate practice.

Externs will work on a variety of tasks, including; researching legal issues, writing legal memoranda, drafting and editing pleadings, reviewing case files, assisting in trial preparation, meeting with clients both in and out of jail, attending and participating in witness interviews, assisting in jury selection, observing their group attorneys in court, observing court proceedings (such as settlement conferences, sentencing proceedings, and trial), and attending private conferences with judges in chambers.

It is important that externs are trained in Westlaw research.

## EXTERNSHIP

Maricopa County Public Defender's Office  
Juvenile Division

Spring: 2-5 credit hours

Contact: Chris Phillis  
Address: Maricopa County Public Defenders Office, Juvenile Division  
777 West Southern Ave. Suite 101  
Mesa, AZ 85210  
Phone: (602) 372-6806 Fax: (602) 372-6880  
Email: phillis@mail.maricopa.gov

Working with the attorneys in this office, the student will learn how to advocate for juveniles charged with delinquent and incorrigible offenses. The extern will be expected to effectively interview a client prior to an advisory hearing; prepare a case for trial, including identifying legal issues for pre-trial motions; and advocate for an appropriate disposition. The extern will be expected to keep a set schedule and work diligently while at work.

Under supervision of a senior attorney the extern will be expected to handle a juvenile client's case from Advisory to Disposition. By the end of the semester the extern will be able to prepare a case for its initial hearing, conduct legal research, assist in the questioning of witnesses at trial and advocate at disposition.

The extern will write pre-trial motions regarding illegal search and seizures, Miranda violations and involuntarily obtained confessions. The extern will also be required to keep case logs regarding the work done on a clients' cases.

## EXTERNSHIP

Maricopa County Superior Court

Spring: 3-4 credit hours

Contact: The Honorable Joseph Heilman  
Address: Maricopa County Superior Court  
201 West Jefferson, Suite 6A  
Phoenix, AZ 85003  
Phone: (602) 506-7893 Fax: (602) 372-8654  
Email: heilmanj@superiorcourt.maricopa.gov

Generally a number of externships are available with this court each semester. Judge Roland J. Steinle, III currently serves as liaison between the law school and the court in reference to the extern program. Resumes will be distributed to the interested judges.

The extern does legal research for a judge of that court upon request, brief cases that are scheduled for oral argument, and discuss the case with the judge. Externs also research pleadings in cases not requiring oral argument, jury instructions, and other issues arising in ongoing trials, as well as observe oral arguments and trials. Externs may also be given an opportunity to participate in the Court's Capital Litigation Project.

If you are interested in a particular judge or a particular calendar (i.e., criminal, civil, probate, tax, etc.) attach a cover letter to the attention of the judge or note your interest area on the back of your resume and in your cover letter.

***All externs will be screened by Courthouse Security. Any student applying for an externship at the Superior Court must disclose any pending cases in the Superior Court including divorce cases where there are minor children and Family Court retains continuing jurisdiction, and whether they have any felony convictions.***

## EXTERNSHIP

National Labor Relations Board

Spring: 2-5 credit hours

Contact: Michael J. Karlson  
Regional Attorney  
Address: Region 28  
2600 North Central Avenue, Suite 1800  
Phoenix, AZ 85004  
Phone: (602) 640-2163 Fax: (602) 640-2178  
Email: michael.karlson@NLRB.gov

This externship will expose the student to field operations of the National Labor Relations Board. The extern will have the opportunity to participate in investigation and resolution of unfair labor practice charges filed with the Regional Office in the processing of representation petitions.

The extern will:

Investigate unfair labor practices which will require interviewing and taking affidavits from witnesses; researching legal issues; drafting investigatory reports; presenting investigation results for decision.

Process representation petitions which will require some research as to composition and scope of bargaining units; drafting election agreements setting forth jurisdictional standards; appropriate units; place, date, and time of election.

Write research memoranda covering pertinent issues raised in unfair labor practice charges or representation proceedings; complaints, or formal pleadings, resulting from determination of merit of unfair labor practices; election agreements; settlement agreements.

**AN APPLICATION PACKET MUST BE COMPLETED AND TURNED IN WITH YOUR COVER LETTER AND RESUME. PACKETS CAN BE OBTAINED ON-LINE AT [HTTP://WWW.NLRB.GOV/NLRB/ABOUT/CAREERS/STUDENT.ASP](http://www.nlr.gov/nlr/about/careers/student.asp) OR IN ROOM 101 FROM CAROLYN LANDRY.**

## EXTERNSHIP

Office of the Arizona Attorney General  
Civil and Administrative Unit  
Special Litigation Section

Spring: 2-5 credit hours

Contact: William Richards  
Address: Office of the Arizona Attorney General  
Civil and Administrative Unit  
Special Litigation Section  
1275 West Washington  
Phoenix, AZ 85007-2997  
Phone: (602) 542-8355 Fax: (602) 364-2214  
Email: Bill.Richards@azag.gov

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The objectives of this externship is to provide an experience in working with the Attorney General's office handling complex litigation cases. The extern will obtain an understanding of civil litigation procedures and tactics, and will gain real world experience in persuasive legal writing and analysis of claims and defenses.

The extern will assist with evidence organization and collection efforts; will draft correspondence to opposing counsel; will assist in preparation of discovery requests and discovery responses; and will conduct legal research on a wide variety of topics ranging from constitutional law to administrative law. He/she will also participate in strategy sessions with the office attorneys, and will attend hearings and depositions where opportunities are available.

The extern may be responsible for the drafting and editing of pleadings, legal memoranda, discovery requests and responses, and discovery motions and other pre-trial motions and correspondence.

## EXTERNSHIP

Office of the Arizona Attorney General  
Civil Rights and Conflict Resolution Section

Spring: 2-5 credit hours

Contact: Michael Walker  
Address: Office of the Arizona Attorney General  
Civil Rights and Conflict Resolution Section  
1275 West Washington  
Phoenix, AZ 85007-2997  
Phone: (602) 542-8608 Fax: (602) 542-8899  
Email: Michael.Walker@azag.gov

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The Civil Rights Division is Arizona's primary civil rights enforcement agency. The Division handles several areas of civil rights practice such as fair housing, employment discrimination, voting rights, public accommodations and accessibility of facilities and programs. The externship objectives are to: (1) acquaint the student with the areas of civil rights practice; (2) enhance the student's interest in civil rights; and (3) provide the student a meaningful experience in the various stages of investigation and litigation.

The extern will work on a variety of tasks, including the following activities:

- Researching issues and writing memoranda;
- Reviewing investigative files and conclusions;
- Drafting written discovery;
- Preparing summaries of discovery responses and/or deposition transcripts;
- Drafting motions and memoranda for court filing; and
- Attending depositions and court hearings, as available.

## EXTERNSHIP

Office of the Arizona Attorney General  
Consumer Protection & Advocacy Section

Spring: 2-5 credit hours

Contact: Dena Epstein  
Assistant Attorney General  
Address: Office of the Arizona Attorney General  
Consumer Protection & Advocacy Section  
1275 West Washington  
Phoenix, AZ 85007  
Phone: (602) 542-7717 Fax: (602) 542-4377  
Email: dena.epstein@azag.gov

The Consumer Protection and Advocacy Section of the Arizona Attorney General's Office seeks a qualified law student extern. This externship provides exposure to consumer fraud prosecution, as well as to agency representation for the Department of Insurance, the Department of Real Estate, and the Department of Financial Institutions. Externs will gain experience with prosecution, administrative law, consumer fraud, real estate law, insurance law, banking law, and business law. They will develop skills that are useful for students interested in prosecution, administrative law, class action litigation, and commercial litigation.

Externs will work with Assistant Attorneys General investigating and prosecuting consumer fraud. This may include reviewing documents and investigative reports, analyzing consumer complaints for violations of Arizona law, conducting legal research, drafting pleadings and motions, answering discovery requests, drafting subpoenas, assisting with courtroom arguments, and observing court hearings.

Externs will also work with Assistant Attorneys General undertaking general representation of the above state agencies. Externs may observe administrative hearings and elevate their legal research skills through completing projects under the guidance of agency attorneys. Research projects spread throughout the field of business law, including banking, insurance, and real estate. The externship provides an invaluable introduction to the legal aspects of business and finance activity in Arizona.

In summary, externs will receive prosecutorial training, while also gaining unique exposure to business law through an agency perspective. This externship will provide an effective skill set critical to beginning a successful career in law.

## EXTERNSHIP

Office of the Arizona Attorney General  
Criminal Prosecutions Section, Drug Unit

Spring: 2-5 credit hours

Contact: Douglas Lau  
Office of the Arizona Attorney General  
Address: Criminal Prosecutions Section, Drug Unit  
1275 West Washington  
Phoenix, Arizona 85007-2926  
Phone: (602) 542-8481 Fax: (602) 542-8490  
Email: douglas.lau@azag.gov

Responsibilities of the Drug Unit (Criminal Prosecutions Section):

The Drug Unit is one of four units within the Criminal Prosecutions Section of the Arizona Attorney General's Office. The attorneys in the Drug Unit work very closely with the High Intensity Drug Trafficking Area Task Force (HIDTA Task Force) as well as numerous other federal, state and local law enforcement agencies. The attorneys prosecute primarily drug lab and drug organization cases but also any accompanying violent crime. The Drug Unit also works directly with a number of law enforcement agencies on traditional and wiretap investigations involving drug organizations. The Drug Unit is at the forefront of the Drug Endangered Children Program (the DEC Program). The mission of the DEC Program is to train all appropriate personnel about investigating drug cases in which children are involved or present at the scene of a crime. The Drug Unit is comprised of five attorneys, a paralegal, and support staff. Listed below is a summary of tasks an extern will be asked to perform.

- (1) Legal research and draft pleadings (generally 4th, 5th, 6th and 14th Amendment issues);
- (2) Review cases and prepare case charging approval forms and proposed charging documents;
- (3) Draft paperwork for wiretap cases - including applications, orders, and service provider orders;
- (4) Observe court hearings;
- (5) Interview witnesses;
- (6) Consult with law enforcement agencies regarding criminal referrals;
- (7) Review evidence;
- (8) Participate in court appearances, if Rule 38 eligible; and
- (8) Assist in post-trial matters, i.e., appeals, Rule 32 matters, and probation revocation matters.

## EXTERNSHIP

Office of the Arizona Attorney General  
Education and Health Section

Spring: 2-5 credit hours

Contact: Donna Moore  
Administrative Assistant III  
Office of the Arizona Attorney General  
Address: Office of the Attorney General  
Education and Health Section  
1275 West Washington  
Phoenix, AZ 85007  
Phone: (602) 542-8894 Fax: (602) 364-0700  
Email: Donna.Moore@azag.gov

The Education and Health Section seeks a qualified law student as an extern who is interested in education and/or health law.

The Education Unit represents the State Board of Education, the State Board for Charter Schools, the School Facilities Board, the Arizona Schools for the Deaf and the Blind, and the Commission for Post-Secondary Education. The lawyers assigned to the Unit engage in a significant amount of research, writing, and analysis regarding education, the certification and discipline of teachers, special education services, bilingual education, and state and federal constitutional issues, among other issues. In addition, the Unit's attorneys are responsible for investigating and prosecuting cases regarding charter school compliance with state laws.

The Health Unit represents the Arizona Department of Health Services ("DHS") and its various programs. The lawyers in this Unit engage in such things as general client advice, litigation in superior courts and in the Office of Administrative Hearings, contract review, and analysis of the Health Insurance Portability and Accountability Act. A sample of the represented programs within DHS includes Vital Records, the Arizona State Hospital, the Sexually Violent Persons civil commitment program, and the Office of Behavioral Health Licensure. The Unit's lawyers also represent DHS regarding enforcement actions against assisted living facilities, day care facilities, ambulance companies, emergency management technicians, medical facilities, and the like.

## EXTERNSHIP

Office of the Arizona Attorney General  
Environmental Enforcement Section

Spring: 2-5 credit hours

Eligibility: Only students with three semesters of completed course work should apply. Students who have taken environmental classes will be given preference.

Contact: Mark Horlings  
Office of the Arizona Attorney General  
1275 West Washington Street  
Phoenix AZ 85007

Phone: (602) 542-8519 Fax: (602) 542-7798

Email: Mark.Horlings@azag.gov

The responsibility of the Environmental Enforcement Section of the Attorney General's Office is to represent the Department of Environmental Quality, the Department of Agriculture, and the Department of Game and Fish, and to pursue civil enforcement actions on behalf of those agencies and the Attorney General.

The hours during which the student will work are flexible, depending upon their individual programs, and we anticipate approximately twenty hours per week. The students primary role will be to research complex areas of environmental and natural resource law, and to prepare memoranda outlining the results. The projects will be involved in the litigating of cases in administrative and judicial fora, and appeals or special actions before appellate tribunals.

Examples of specific activity include handling such matters as the following:

- 1) Administrative proceedings involving drinking water companies, wastewater system operations, fleet emission inspection permits, licensing of pesticide applicators, and violations of the hazardous waste management water quality and air quality laws;
- 2) Judicial actions seeking injunctive relief and/or civil penalties in the areas just mentioned;
- 3) Drafting administrative rule certification memoranda pursuant to A.R.S., Title 41; and,
- 4) Research and assistance to section lawyers in other on-going matters handled by those lawyers.

Each extern can expect to devote approximately 50% of his or her time to research, 35% to the drafting of documents (using Word 2000), and 15% to assisting in court or administrative appearances. Those selected must pass a background check.

## EXTERNSHIP

Office of the Arizona Attorney General  
Fraud and Public Corruption Section

Spring: 2-5 credit hours

Contact: Philip Garrow  
Address: Office of the Arizona Attorney General  
1275 West Washington  
Phoenix, Arizona 85007  
Phone: (602) 542-8431 Fax: (602) 542-5997  
Email: Philip.Garrow@azag.gov

**Preference will be given to second and third year students who have taken Criminal Procedure.**

Responsibilities of the Organized Crime and Fraud Section:

The Organized Crime and Fraud Section prosecutes a variety of crimes that fall within the jurisdiction of the Arizona State Grand Jury. In addition, the Organized Crime and Fraud Section prosecutes matters referred by other prosecuting offices throughout the State when that office has a conflict of interest.

The majority of cases prosecuted by the Organized Crime and Fraud Section of the Criminal Division are complex white collar crimes involving inter alia, securities, tax fraud and evasion, computer fraud, telemarketing fraud, charity solicitation fraud, real estate fraud, and political corruption matters. The Major Fraud Unit works closely with federal, state and local law enforcement agencies as well as the Arizona Department of Revenue, the Securities Division of the Arizona Corporation Commission, the State Banking Department, the Racing Commission, the Real Estate Department and the Registrar of Contractors to develop and prosecute criminal cases.

The Organized Crime and Fraud Section is presently comprised of ten lawyers, four who exclusively prosecute health care fraud via a federal grant. The extern will work with different attorneys on assigned projects but will report to one attorney for supervision. That attorney will be responsible for assuring the extern is exposed to all facets of complex criminal prosecutions.

Listed below is a summary of the kinds of tasks an extern will be asked to perform. The number in parenthesis reflects the percentage of time the intern will likely be involved in that task during the externship period.

## Externship Tasks

1. Legal Research (20%)
2. Drafting pleadings (motions, responses, disclosure notices, indictments, subpoenas) (10%)
3. Drafting investigative plans, consulting with investigators and law enforcement officers (10%)
4. Reviewing evidence (10%)
5. Interviewing witnesses (20%)
6. Observing in court (all phases of criminal prosecution, arraignment through sentencing) (5%)
7. Grand Jury preparation (5%)
8. Drafting prosecution memorandums (3%)
9. Consulting with victims (5%)
10. Assisting law enforcement in drafting search warrants, affidavits (2%)
11. Consulting with government agencies regarding criminal referrals and coordinating parallel investigations (5%)
12. Assisting in post-trial matters (i.e. appeals, Rule 32 matters, probation revocations) (5%)

## EXTERNSHIP

Licensing and Enforcement Section

Spring: 2-5 credit hours

Contact: Camila Alarcon  
Assistant Attorney General  
Address: Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, Arizona 85007  
Phone: (602) 542-7031 Fax: (602) 364-3202  
Email: [camila.alarcon@azag.gov](mailto:camila.alarcon@azag.gov)

The Office of Attorney General has the statutory duty to be the legal advisor to the various departments and agencies of the State and to coordinate their legal services. For forty-five of those state agencies, the legal services are provided by the Licensing and Enforcement Section.

Although more than one attorney may provide legal services to an agency, one attorney is usually assigned the primary responsibility for furnishing the services. Attorneys in the section will give an agency legal advice on its legal obligations and limitations, including in areas such as public records, open meeting law, and in promulgating rules and regulations. In this regard, attorneys in the section serve as general counsel for the agencies by providing consultation on a wide range of issues with agency staff and attend board meetings. Attorneys also will assist an agency by providing legal advice and representation in adjudicatory proceedings, licensing matters, disciplinary proceedings regarding unprofessional conduct, and employee disciplinary matters, both at the administrative level and through the court system. Attorneys in the section have the opportunity to litigate actions before Administrative Law Judges, and submit legal briefs and participate in oral arguments on appeal at the superior court, court of appeals and Supreme Court levels.

## EXTERNSHIP

Office of the Arizona Attorney General  
Solicitor General's Office

Spring: 2-5 credit hours

Contact: Tanja Shipman  
Address: Office of the Arizona Attorney General  
1275 W. Washington Street  
Phoenix, Arizona 85007-2926  
Phone: (602) 542-3333 Fax: (602) 542-8308  
Email: Tanja.Shipman@azag.gov

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The Solicitor General's Office (SGO) works on significant appeals in civil and criminal cases, supervises the preparation of formal legal opinions issued by the Attorney General, oversees the Attorney General's administration and enforcement of Arizona election laws, and also provides independent advice to State agencies and boards in adjudicatory proceedings. With regard to civil appeals, the SGO authorizes appeals and special actions, reviews all civil appellate pleadings, conducts moot courts, and coordinates the State's amicus practice in the U.S. Supreme Court and other courts. Lawyers from the SGO also work on various special projects at the direction of the Attorney General.

Student externs generally work with several lawyers in the SGO on the range of matters handled by this office. Externs may assist SGO lawyers by:

1. Conducting research and drafting appellate briefs, memoranda, and Attorney General opinions;
2. Attending moot court sessions and oral arguments before the Arizona Court of Appeals and the Arizona Supreme Court;
3. Assisting in analyzing legal issues and providing advice to administrative boards and attending administrative hearings;
4. Attending meetings of the Attorney General's Opinion Review Committee, which helps prepare formal legal opinions;
5. Assisting in analyzing legal issues and providing advice regarding Arizona's election laws to the Secretary of State, the Clean Elections Commission, or other public entities;
6. Helping SGO attorneys with regard to trial court litigation in state or federal court involving constitutional challenges to state laws; and,
7. Working on various special projects and publications, such as the Agency Handbook.

## EXTERNSHIP

Office of the Legal Defender

Spring: 2-5 credit hours

Contact: Mark D. Tallan  
Deputy Legal Defender  
Address: Security Building  
222 N. Central Ave., Suite 910  
Phoenix, AZ 85004  
Phone: (602) 506-0904 Fax: (602) 506-8862  
Email: [mark.tallan@old.maricopa.gov](mailto:mark.tallan@old.maricopa.gov)

The Office of the Legal Defender is one of three indigent defense offices in Maricopa County. In our extern program, the student works closely with death penalty lawyers as part of an integrated team approach. Externs have the opportunity to experience all aspects of ongoing cases including, investigation, interviews, research, case preparation and attendance at hearings and trials. This participation enables students to apply and further learn issues of evidence, criminal law, criminal procedure and advocacy. While it is helpful to have taken these classes, it is not a prerequisite for the externship. It is more important to have a desire to learn and gather experience.

## EXTERNSHIP

Office of the Legal Defender  
Juvenile Dependency Unit

Spring: 2-5 credit hours

Contact: Robert B. Bushor  
Senior Counsel  
Address: Security Building  
222 N. Central Ave., Suite 8100  
Phoenix, AZ 85004  
Phone: (602) 506-5800 Fax: (602) 506-0921  
Email: Robert.Bushor@old.maricopa.gov

The Maricopa County Office of the Legal Defender provides quality legal representation to indigent individuals. The JD/JS Unit works out of the three (3) Juvenile Court Divisions in Maricopa County to safeguard the fundamental legal rights to parents. The extern working within the JD/JS Unit would assist legal counsel to achieve those safeguards.

The legal work for the extern would be numerous and varied. It would include, but not be limited to:

- Reviewing CPS case files
- Assisting with the auditing of cases for CPS compliance with statutory time lines and service provisions
- Review and preparation of office files for court hearings
- Interviewing clients
- Drafting motions and legal research to support motions
- Drafting discovery motions and responses, as well as motions in limine
- Assisting counsel with both jury and non-jury trial preparation
- Courtroom observation

## EXTERNSHIP

Salt River Pima-Maricopa Indian Community

Spring: 2-5 credit hours

Contact: Theresa Rosier  
Address: 10005 E. Osborn Road  
Scottsdale, AZ 85256-9722  
Phone: (480) 362-7449  
Email: Theresa.Rosier-@SRPMIC-nsn.gov  
Website: [www.srpmic-nsn.gov](http://www.srpmic-nsn.gov)

This externship will provide a well-rounded experience in a tribal government legal office while assisting the legal office in various projects.

Specific tasks may include:

- Research online and print
- Draft legal documents including pleadings, research/analysis of legal issues
- Assist in code drafting and revision
- Assist on intergovernmental issues, such as intergovernmental agreements and memorandums of understanding
- Attend Council meetings when needed
- Assist in representation of the SRPMIC in the SRPMIC in Court
- Assist with records management, including preparation of litigation files
- Assist with electronic files and document management system
- Analysis of legislative documents
- Attend staff meetings

## EXTERNSHIP

Scottsdale Unified School District  
Office of General Counsel

Spring: 2-5 credit hours

Contact: Michelle Marshall  
Address: Scottsdale Unified School District  
Office of General Counsel  
3811 N. 44<sup>th</sup> Street  
Phoenix, Arizona 85018  
Phone: (480) 484-6250 FAX: (480) 484-6237  
Email: [mmarshall@susd.org](mailto:mmarshall@susd.org)

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The District is an entity with a budget of approximately \$130 million, 3,000 employees (represented by three employee organizations) and 30,000 students – all of which are ultimately governed by a publicly elected Governing Board. Virtually all aspects of its operations are heavily regulated by law. Consequently, students will have the opportunity to gain exposure to an extraordinarily broad range of areas and issues.

- a. Labor and employment
- b. Contracts
- c. Procurement
- d. Intergovernmental agreements
- e. Student discipline
- f. Constitutional rights of students and employees (First, Fourth, and Fifth Amendments)
- g. Special education
- h. No Child Left Behind / AIMS
- I. Immigration
- j. Arizona Education Code
- k. Numerous other Federal and State statutes and regulations governing/impacting schools
- l. Open Meeting Law / Public Records Law

Externs will also have the opportunity to learn about the unique responsibilities of in-house attorneys, such as managing outside counsel, providing regular counsel and advice to a multitude of “clients,” managing a department with budgetary responsibility, and interacting with Governing Board members, the public, and potentially the media. A significant portion of the work the extern will perform will involve legal research and drafting memoranda or correspondence. The extern will also support the District’s General Counsel in various administrative hearings involving student and/or employee discipline, and AAA arbitrations (concerning employee grievances and other matters).

## EXTERNSHIP

State Capital Post Conviction Public Defender

Spring: 2-5 credit hours

Contact: Martin Lieberman  
Address: 3443 N. Central Suite 706  
Phoenix, AZ 85012  
Phone: (602) 771-9000 FAX: (602)  
Email: [marty.lieberman@azpcrpd.gov](mailto:marty.lieberman@azpcrpd.gov)

This externship placement is designed to introduce students to death penalty work and to provide assistance to the Agency in representing inmates on death row. The Agency will only represent inmates who have been sentenced to death and have had their direct appeals affirmed. The agency is appointed to prosecute the petition for post conviction relief pursuant to Rule 32, Arizona Criminal Rules of Criminal Procedure. Clients are represented in Superior Court, the Arizona Supreme Court and on *cert* to the United States Supreme Court. The extern will be exposed to the continuum of tasks required to represent a capital defendant in post conviction proceedings.

The work will largely be legal research, writing and assistance in the preparation of memoranda and various pleadings. The extern may be asked to accompany and assist attorneys or other staff in interviewing clients or witnesses or in locating resources such as expert witnesses.

## EXTERNSHIP

The Translational Genomics Research Institute

### **NOT AVAILABLE FOR SPRING 2010**

Contact: Stephanie A. McRae  
General Counsel  
Address: 445 N. Fifth Street, Suite 600  
Phoenix, AZ 85004  
Phone: (602) 343-8564 FAX: (602) 343-8451  
Email: [smcrae@tgen.org](mailto:smcrae@tgen.org)

The extern will provide assistance to the Legal Department in contract draft and review, due diligence and research on a variety of contracts (e.g. research collaborations, material transfer agreement, commercial contracts, clinical trial agreements), governance matters, and legal issues (e.g. FDA regulations governing clinical trials, nonprofit tax issues and intellectual property matters).

Type of legal work the extern will perform will include the following:

- Contract review: review and make appropriate revisions to incoming agreements (ex. Confidentiality, services, consulting, material transfer, clinical trial, etc.).
- Contract drafting: write first drafts of contract amendments, renewals and specific agreements as required.
- Legal research: provide legal research and assistance as required for special projects (such as conflict of interest) or governance issues as directed by supervisor.
- Approval Process/Due Diligence: Work with other departments to assist in contract and project approval process and due diligence review.

**NOT AVAILABLE FOR SPRING 2010**

## EXTERNSHIP

United States Attorney, District of Arizona  
Civil Division

Summer, Fall, and Spring: 2-5 credit hours      **NOT AVAILABLE FOR SPRING 2010**

Contact:        Nina Rivera, Assistant U.S. Attorney  
Address:        40 North Central  
                    Two Renaissance Plaza, Suite 1200  
                    Phoenix, Arizona 85004  
Phone:         (602) 514-7762        Fax:    (602) 514-7760  
Email:         Nina.Rivera@usdoj.gov

Student Fieldwork: Each Civil Division Extern will be assigned to work on civil litigation being conducted by the United States Attorney's Office. The Civil Division has two sections: Affirmative Civil Enforcement and Defensive Litigation. The Affirmative section represents the United States as a plaintiff in civil rights, natural resources, environmental, condemnation, and civil fraud cases. The Defensive section defends cases involving a wide variety of issues, including torts (such as personal injury and medical malpractice); Title VII (employment discrimination); prisoners' rights; bankruptcy; environmental law; and FOIA. To the extent possible, externs will perform the same types of tasks as regular Assistant United States Attorneys, including: fact investigation and development; legal research; drafting memoranda, pleadings, motions and briefs; participating in discovery and disclosure; and attending and participating in depositions and courtroom proceedings.

Student Qualifications: Civil Division Externs must have completed three semesters of legal studies, and they will be required to pass an FBI background investigation.

**PLEASE NOTE:** Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

**NOT AVAILABLE FOR SPRING 2010**

## EXTERNSHIP

United States Attorney, District of Arizona  
Criminal Division

Summer, Fall, and Spring: 2-5 credit hours

Contact: Kory Langhofer, Assistant U.S. Attorney  
Address: District of Arizona  
40 North Central  
Two Renaissance Plaza, Suite 1200  
Phoenix, Arizona 85004  
Phone: (602) 514-7609  
Email: Kory.Langhofer@usdoj.gov

The externship program involves motion practice in criminal law in the U.S. District Court.

### 1. Criminal Division

The U.S. Attorney's Office prosecutes violations of the federal criminal code including sophisticated and complex national and international drug cases, violent crimes occurring on the Indian reservations located in Arizona, white collar crimes, and fraud involved in the savings and loan scandals. The student would have an opportunity to become involved in a criminal case including investigating the case researching and writing responses to pretrial motions.

### 2. Appellate Division

Students would have the opportunity to research the law and assist in the preparation of briefs to be filed with the Ninth Circuit Court of Appeals. Most of the appeals are from a criminal conviction in the U.S. District Court. The Office, however, does not permit oral argument on the briefs by law students.

**PLEASE NOTE: Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.**

## EXTERNSHIP

United States Attorney, District of Arizona  
Indian Affairs Division

Summer, Fall and Spring: 2-5 credit hours

Contact: Keith Vercauteren  
Assistant U.S. Attorney  
Address: 40 North Central  
Two Renaissance Plaza, Suite 1200  
Phoenix, Arizona 85004  
Phone: (602) 514-7621  
Email: Keith.Vercauteren@usdoj.gov

Externs will work on all aspects of federal law as applied to Indian Country in cases being conducted by the U.S. Attorney's Office. To the extent possible, externs will perform the same types of tasks as regular assistant U.S. Attorneys, including fact investigation and development; legal research; drafting memoranda, pleadings, motions, and brief; participating in discovery and disclosure; and attending and participating in courtroom proceedings. The extern may travel to many of the 21 tribes in Arizona, work with the tribal leaders, and coordinate with the Inter-Tribal Council.

**PLEASE NOTE: Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.**

## EXTERNSHIP

United States Bankruptcy Court  
The Honorable Redfield J. Baum

Spring: 2-5 credit hours

Contact: James S. Samuelson  
Address: United States Bankruptcy Court  
District of Arizona  
230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003  
Phone: (602) 682-4186  
Email: Jim\_Samuelson@azb.uscourts.gov

The objective of this externship is to provide a student with the opportunity to gain experience and knowledge in the field of bankruptcy law by participating in and observing the day to day operations of the chambers of a United States Bankruptcy Judge.

The extern will review motions, objections and any other pleadings relevant to regularly scheduled matters on the court's calender. If necessary, the extern will do independent research on issues raised by the pleadings. The extern will prepare bench memoranda which identify the matter for hearing, summarize the positions taken by the parties and make recommendations for an appropriate decision by the court. The extern may also be required to do additional research and then participate in the drafting and/or editing of a written decision to be issued by the court.

## EXTERNSHIP

United States Bankruptcy Court  
The Honorable Charles Case, II

Spring: 2-5 credit hours

Contact: Douglas S. Magnuson  
Address: United States Bankruptcy Court  
District of Arizona  
230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003  
Phone: (602) 682-4226  
Email: Doug\_Magnuson@azb.uscourts.gov

The extern will prepare the Judge for hearings on a daily basis by reviewing the calendar for the week, reading all pleadings in the matter related to the particular issue for argument that day, and drafting a bench memorandum analyzing the issue and recommending a disposition. Calendar preparation involves a myriad of issues, such as motions to lift stay, motions for summary judgment, motions to use cash collateral, motions to dismiss, motions for adequate protection, motions to appoint trustee, and motions to convert. Calendar preparation provides the extern with an excellent opportunity to see what matters typically arise in bankruptcy cases, how different sections of the Code relate to each other, and how strategy plays a part in litigating a bankruptcy case.

Externs have the opportunity to research and write traditional research memoranda on many issues that arise in the bankruptcy context, but upon which the circuit courts do not necessarily agree. Such memoranda are potentially publishable, and the extern would coauthor the article.

This extern program provides the student with some very positive academic and practical experiences.

## EXTERNSHIP

United States Bankruptcy Court  
The Honorable Sarah S. Curley

Spring: 2-5 credit hours

Contact: Maria Mathus  
Address: United States Bankruptcy Court  
District of Arizona  
230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003  
Phone: (602) 682-4144  
Email: Maria\_Mathus@azb.uscourts.gov

This externship placement will provide a student the opportunity to engage in and learn bankruptcy law, court procedures and interact with the Judge and court staff on a one-on-one basis.

The extern will conduct research, prepare bench memos, draft orders, opinions, reports, recommendations, proofread judge's orders and opinions, verify citations, assist in court proceedings, and work on any special projects that may arise.

The extern will do calendar write-ups which provide summaries of facts and legal issues on matters set for calendar.

## EXTERNSHIP

United States Bankruptcy Court  
The Honorable Randolph J. Haines

Spring: 2-5 credit hours

Contact: Judge Randolph J. Haines  
Address: United States Bankruptcy Court  
District of Arizona  
230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003  
Phone: (602) 682-4000  
Email: randy\_haines@azb.uscourts.gov

The principal objective of this externship is to provide a law student with the opportunity to observe the functioning of a United States Bankruptcy Court, including review of pleadings and observing oral arguments and trials; learn the kinds of relief the Bankruptcy Code provides, the objections and legal issues that arise with respect to such relief, and the practical methods by which such relief and objections are sought, litigated and decided.

The extern will review all of the motions, objections, exhibits and other documents filed with respect to scheduled hearings, and then prepare bench memos on each hearing to advise the Court of the nature of the relief requested and the objections thereto, to research and elaborate on the legal issues presented to the extent necessary, occasionally to perform additional factual research by a review of other matters in the Court's records and ultimately to recommend an appropriate disposition by the Court. In addition, provided the opportunity arises during the term of the externship, a serious effort will be made to identify an issue on which a published opinion would be appropriate, to give the extern an opportunity to draft such an opinion. Finally, if the extern wishes to do so, an effort will be made to identify a current topic on which the extern could write a short article for publication, most likely in the monthly Norton Bankruptcy Law Advisor, of which Judge Haines is a Managing Editor.

The extern will produce a substantial volume of daily bench memos, summarizing the pleadings, the law related to the issues raised, and recommending an appropriate disposition. In addition, the extern may draft one or more opinions for publication, and/or an article for publication in a bankruptcy law newsletter.

## EXTERNSHIP

United States Bankruptcy Court  
The Honorable George Nielsen, Jr.

Spring: 2-5 credit hours

Contact: Judge George Nielsen, Jr.  
Address: United States Bankruptcy Court  
District of Arizona  
230 N. First Avenue, 7<sup>th</sup> Floor  
Phoenix, Arizona 85003  
Phone: (602) 682-4164 FAX: 602-682-4163  
Email: rachael\_stapleton@azb.uscourts.gov

Bankruptcy Law is highly specialized. Within such specialization are sub-specializations involving different types of debtor's and different categories of relief (i.e. straight discharge versus reorganization and discharge).

The extern will observe the day to day functions of the bankruptcy court and its focus on myriad issues involving this specialized area of law. This includes review of pleadings and exhibits, preparation of memoranda for the court's review, and ample opportunities to observe evidentiary hearings, oral arguments, as well as hearings involving (unique to bankruptcy) motion practice.

The extern will first, become familiar with the Canons of Ethics involving law clerks. The extern will review motions, objections and documents filed with respect to assigned calendared matters. The extern will prepare bench memoranda for the assigned hearings to advise the court of the nature of the relief sought, the arguments presented and, where appropriate, to make a recommendation for proposed disposition of the matter. Often times, the extern will be required to undertake independent research in preparing the bench memoranda.

The extern will observe those hearings that he/she has been assigned to and review with the Judge or the law clerk, the disposition of the matters heard.

## EXTERNSHIP

United States Court of Appeals for the Ninth Circuit  
The Honorable Michael Daly Hawkins

Spring: 2-5 credit hours

Contact: The Honorable Michael Daly Hawkins  
Address: United States Court of Appeals for the Ninth Circuit  
401 W. Washington, SPC 47  
Phoenix, Arizona 85003-2151  
Phone: (602) 322-7310 Fax: (602) 322-7319  
Email: judge\_hawkins@ca9.uscourts.gov

The purpose of this placement is to allow law students to learn the function of a federal appellate judge's chambers, including: how briefs are read and reviewed, how elbow clerks work, how judges prepare for oral argument and how disposition and opinions are prepared.

The extern will do legal research; read briefs; prepare memos on points of law for the judge; review case records, including trial transcripts; review lower court and agency determinations; and observe oral argument.

Written assignments will include memos to the judge on specific points of law; drafting of portions of bench memos; analysis of reported decisions; and cite checks of controlling authority.

**Apply only if you are in the top 10% of your class and have participated with law journal or moot court.**

## EXTERNSHIP

United States Department of Homeland Security

Spring: 2-5 credit hours

Contact: James Harmony  
Address: U.S. Department of Homeland Security  
U.S. Immigration and Customs Enforcement (ICE)  
2035 N. Central Avenue  
Phoenix, AZ 85004  
Phone: (602) 744-2403 FAX: (602) 379-3845  
Email: james.harmony@dhs.gov

This placement will provide the law student with exposure to the Legal Program of U.S. Immigration and Customs Enforcement. The extern will gain exposure to immigration, customs, criminal, and administrative law.

The extern will:

- Assist Assistant Chief Counsels with legal research and writing
- Assist in the litigation of removal cases before the Justice Department's Executive Office for Immigration Review
- Assist in the preparation of legal briefs filed with the Office of the Immigration Judge and the Board of Immigration Appeals
- Assist in writing litigation reports filed to support the U.S. Attorney's Office defense of habeas corpus petitions, mandamus actions, and other federal litigation.

**PLEASE NOTE: Applicants for this placement must be United States citizens. Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Homeland Security can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.**

## EXTERNSHIP

United States Department of Homeland Security  
Eloy Detention Center

Spring: 2-5 credit hours

Contact: Erica Seger  
U.S. Department of Homeland Security  
U.S. Immigration and Customs Enforcement (ICE)  
Eloy Detention Center  
1705 E. Hanna Road  
Eloy, AZ 85004  
Phone: (520) 464-3032 FAX: (520) 466-2031  
Email: Erica.Seger@dhs.gov

This placement will provide the law student with exposure to the Legal Program of U.S. Immigration and Customs Enforcement at the Eloy Detention Center. The Eloy Detention Facility is an active, fast-paced operation, housing ICE immigration inmates who are subject to removal while serving their federal criminal sentences, and ICE detainees, who are facing removal after having served sentences in state prisons throughout the western United States. DHS-ICE represents the government in formal removal hearings before U.S. immigration judges

The extern will assist with legal research and writing assignments toward the litigation/prosecution of cases. Typical issues relate to criminal law, and whether a particular criminal conviction renders an alien removable; and issues relating to eligibility for relief or protection from removal, such as asylum and other immigration benefits.

The office is very flexible concerning the number of hours the extern works and some of the work can be done remotely. The Facility is located approximately an hour away from ASU.

## EXTERNSHIP

United States Department of Justice  
Executive Office for Immigration  
Eloy Immigration Court

Spring: 2-5 credit hours

Contact: Molly Weinstein, Judicial Law Clerk  
Address: Eloy Immigration Court  
1705 E. Hanna Road  
Eloy, AZ 85231  
Phone: (520) 466-3671  
Email: Molly.Weinstein@usdoj.gov

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The Department of Justice, Executive Office for Immigration Review consists of Immigration Judges who are located at various Immigration Courts throughout the United States. The Immigration Judges have jurisdiction to determine whether aliens are removable from the United States and to consider applications for various forms of relief. Such relief includes asylum, adjustment of status, cancellation of removal, and waivers of inadmissibility. The law clerk/attorney advisors and interns support five Immigration Judges in the Eloy Immigration Court.

The type of projects assigned to legal interns will vary depending upon the Court's docket, and will include:

- Research and analysis of legal issues, often involving complex statutory law
- Drafting court orders and preparing research memos
- Attending Immigration Court hearings.

Prior knowledge of immigration law and criminal law is helpful, but not absolutely necessary. Strong research and writing skills are required.

## EXTERNSHIP

United States Department of Justice  
Executive Office for Immigration  
Phoenix Immigration Court

Spring: 2-5 credit hours

Contact: Brea Burgie, Judicial Law Clerk  
Address: Phoenix Immigration Court  
200 E. Mitchell Drive, Suite 200  
Phoenix, AZ 85012  
Phone: (602) 640-2747 Fax: (602) 640-2754  
Email: brea.burgie@usdoj.gov

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The objective of this externship is to familiarize students with the doctrines, institutions, procedures, conflicts, customs, and ethical problems unique to the practice of immigration law and to promote cross-cultural awareness and an appreciation of the way in which cultural differences may affect attorney/client/judge interactions and case development. The extern will be given a substantial amount of responsibility in conducting the necessary legal and factual research for assigned cases.

The type of legal work the extern will perform is:

1. Draft court opinions and documents — tasks include performing legal research related to a particular case; reviewing and analyzing records of proceeding; drafting opinions, responses to motions, subpoenas, and other official Court document; communicating with Judges (e.g. brainstorming, identifying and stating the issues, articulating alternative viewpoints); editing legal documents; and implementing a case management system.
2. Perform legal issue research — tasks include performing legal research; preparing legal memoranda or verbally report research finding, assisting Judges during hearings, addressing emergency issues that arise; editing legal documents; and communicating with Judges.
3. Update and maintain legal resources — maintaining the Court's legal library, including ensuring that its sources are current; circulating Board Decisions, Circuit Court Cases, and other important, relevant material; and procuring research resources.

**PLEASE NOTE: Applicants for this placement must be United States citizens. Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.**

## EXTERNSHIP

United States District Court  
The Honorable Lawrence O. Anderson  
U.S. Magistrate Judge

### NOT AVAILABLE FOR SPRING 2010

Contact: Susan Stuart, Law Clerk  
Address: United States District Court  
District of Arizona  
401 W. Washington, SPC 11  
Phoenix, Arizona 85003  
Phone: (602) 322-7620 Fax: (602) 322-7629  
Email: Susan\_Stuart@azd.uscourts.gov

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The primary objective of this externship placement is to educate about the federal judicial system. Through exposure to the federal judicial system, law students will be better able to evaluate career goals and will better understand how attorneys interact with the judicial system.

Externs will review case files, research legal issues and prepare proposed order on both civil motions as well as state and federal habeas corpus petitions. In addition, externs will assist with jury trials by performing the duties of bailiff. Externs will also perform research projects for the Judge.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

NOT AVAILABLE FOR SPRING 2010

## EXTERNSHIP

United States District Court  
The Honorable Susan R. Bolton

Spring: 2-5 credit hours

Contact: Anna H. Finn, Law Clerk  
Address: U.S. District Court  
401 W. Washington, SPC #50  
Phoenix, Arizona 85003-2153  
Phone: (602) 322-7570 Fax: (602) 322-7579  
Email: Anna\_Finn@azd.uscourts.gov or Tore\_Mowatt-Larsen@azd.uscourts.gov

The extern will assist the judge's law clerks with civil and criminal motions by conducting extensive research and the drafting necessary for the preparation of bench memoranda, orders and opinions in a wide variety of legal areas. On the civil side, the motion work involves motions to dismiss, motions for summary judgment, discovery motions, motions for preliminary injunctions, motions in limine, etc., in such federal law areas as civil rights, employment discrimination and employee benefits, administrative law, Indian law, antitrust law and natural resources law, as well as a whole range of state law issues which arise due to federal diversity jurisdiction. On the criminal side, the motion work involves mainly motions to dismiss, motions to sever, motions to suppress, and motions in limine. The extern will also be able to attend motion hearings, trials and chamber conferences.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

## EXTERNSHIP

United States District Court  
The Honorable David G. Campbell

Spring: 2-5 credit hours

Contact: The Honorable David G. Campbell  
Address: United States District Court  
District of Arizona  
401 W. Washington, Suite 623, SPC 58  
Phoenix, AZ 85003  
Phone: (602) 322-7645 Fax: (602) 322-7649  
Email: David\_Campbell@azd.uscourts.gov

This externship allows the extern to observe courtroom proceedings in civil and criminal cases, including hearings on motions and trials, and to participate in chambers discussions with the Judge and his staff. Through the extern's exposure to a wide variety of legal topics, the extern should be better able to make an educated career choice.

The extern will assist the Judge and his staff in addressing legal and case management issues. The extern will review motions and other briefs filed by the parties, conduct legal research and analysis, discuss the issues with the Judge and his law clerks, and propose appropriate rulings both orally and in writing.

The extern will draft proposed orders disposing of motions in the Court's criminal and civil cases. The extern will review the motions, identify and analyze relevant legal authority, and apply the applicable law to the particular facts set forth in the motions. Specifically, the extern will summarize the factual and procedural background, identify the legal issues under consideration, describe and apply the appropriate law to the facts, and distinguish inapposite cases, statutes, and rules. There is a heavy emphasis on research and writing in this externship.

## EXTERNSHIP

United States District Court  
The Honorable David K. Duncan  
U.S. Magistrate Judge

### **NOT AVAILABLE FOR SPRING 2010**

Contact: The Honorable David K. Duncan  
Address: United States District Court  
District of Arizona  
401 W. Washington, SPC 14  
Phoenix, AZ 85003  
Phone: (602) 322-7630 Fax: (602) 322-7639  
Email: Armida\_Herrera@azd.uscourts.gov

The purpose of this externship is to provide a substantive experience in legal research and writing within the context of a Judge's chambers. In addition, the extern will have the opportunity to develop a thorough understanding of initial Federal Criminal Procedures and observe all components of Federal Court Jurisdiction.

The extern will perform research and prepare bench memoranda and proposed orders in civil cases and Federal post-conviction proceedings. This work will require the extern to develop a familiarity with the relevant facts from the record and apply these facts to the law arriving at a legal conclusion.

***The Judicial Conference of the United States has recently implemented a new policy that mandates background checks (fingerprint check through the FBI) for all new externs. Beginning July 1, 2005, all judicial externs will be required to undergo an Arizona Criminal Justice Information System (ACJIS) background check (arrest record) and a drug test.***

**NOT AVAILABLE FOR SPRING 2010**

## EXTERNSHIP

United States District Court  
The Honorable Stephen M. McNamee

Spring: 2-5 credit hours

Eligibility: Third-year students are preferred. However, second-year students are encouraged to apply. Completion of an evidence course is preferred.

Contact: Sally Pernel  
Address: United States District Court  
District of Arizona  
401 W. Washington, SPC 60  
Phoenix, AZ 85003  
Phone: (602) 322-7555 Fax: (602) 322-7509  
Email: Sally\_Pernel@azd.uscourts.gov

This externship provides a unique opportunity for the student to become familiar with the full spectrum of civil and criminal proceedings in the federal trial court.

The judge and law clerks will assign selected research and writing projects to the extern. After completing a research and bench memo or draft order project, the extern will formulate a recommendation to the judge. The extern will have the opportunity to discuss the issues with both the judge and the law clerks.

Initially the extern may be assigned shorter, less complex matters including research projects involving issues he or she may be familiar with in civil cases and prisoner civil rights cases. The extern also will have the opportunity to view court proceedings and provide courtroom assistance to the judge during plea agreements in criminal cases, pretrial conferences in civil matters, trials and motion hearings. After the extern has become familiar with court procedure, he or she may receive more complex tasks such as drafting summary judgment and other substantive orders. The judge and law clerks will take the extern's preferred areas of law into consideration when assigning projects. The extern will have a great opportunity to view the inner workings of the federal trial court.

Representatives of Lexis and Westlaw provide training in computerized legal research should the extern desire it. The court has word processing equipment available but secretarial assistance is not available; therefore the court prefers that the extern be able to type. A knowledge of WordPerfect or similar word processing software would be helpful

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

## EXTERNSHIP

United States District Court  
The Honorable Mary H. Murguia

Spring: 2-5 credit hours

Contact: The Honorable Mary H. Murguia  
Address: United States District Court  
District of Arizona  
401 W. Washington, SPC 53  
Phoenix, AZ 85003-2154  
Phone: (602) 322-7580 Fax: (602) 322-7589  
Email: Sandra\_Thomson@azd.uscourts.gov

The objective of this externship placement is to educate the extern about the federal judicial system and to improve his or her writing skills.

Externs will review case files, research legal issues, and prepare memoranda or proposed orders on civil motions. The Externs will also have the opportunity to observe court proceedings, including civil and criminal trials.

Externs will generate a significant amount of written work. Specifically, externs will prepare memoranda or proposed orders on civil motions, including case dispositive summary judgment motions and motions to dismiss. The extern may also be asked to prepare memoranda on evidentiary issues during trial.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

## EXTERNSHIP

United States District Court  
The Honorable Paul G. Rosenblatt

Spring: 2-5 credit hours

Contact: The Honorable Paul G. Rosenblatt  
Address: U.S. District Court  
401 W. Washington, SPC 56  
Phoenix, Arizona 85003  
Phone: (602) 322-7510 Fax: (602) 322-7519  
Email: Tina\_DeMonaco@azd.uscourts.gov

The extern will assist the judge's law clerks with civil and criminal motions by conducting extensive research and the drafting necessary for the preparation of bench memoranda, orders and opinions in a wide variety of legal areas. On the civil side, the motion work involves motions to dismiss, motions for summary judgment, discovery motions, motions for preliminary injunctions, motions in limine, etc., in such federal law areas as civil rights, employment discrimination and employee benefits, administrative law, Indian law, antitrust law and natural resources law, as well as a whole range of state law issues which arise due to federal diversity jurisdiction. On the criminal side, the motion work involves mainly motions to dismiss, motions to sever, motions to suppress, and motions in limine. The extern will also be able to attend motion hearings, trials and chamber conferences.

The externship is open to second and third year students who have successfully completed civil procedure and have excellent research and writing abilities. Secretarial assistance is not available; the extern will be expected to be able to type.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

## EXTERNSHIP

United States District Court  
The Honorable Roslyn O. Silver

Spring: 2-5 credit hours

Contact: The Honorable Roslyn O. Silver  
U.S. District Court Judge  
401 W. Washington, SPC 59  
Phoenix, AZ 85003  
Phone: (602) 322-7520 Fax: (602) 322-7529  
Email: Cheryl\_Milbourne@azd.uscourts.gov

Externs will conduct research, draft bench memos, draft proposed opinions, and engage in courtroom responsibilities undertaken by the Judge's law clerks. The primary focus of the externship is on legal research and writing on civil matters, but exposure to criminal matters is available at the request of the student.

The opportunity to observe trials and hearings is available almost every day. Again, attendance is at the discretion of the student.

The program is designed to allow the student to personally interact with the judge along with the judge's law clerks.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now ***mandated by the Judicial Administrative Office*** for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

## EXTERNSHIP

United States District Court  
The Honorable G. Murray Snow

Spring: 2-5 credit hours

Contact: The Honorable G. Murray Snow  
U.S. District Court Judge  
401 W. Washington  
Phoenix, AZ 85003  
Phone: (602) 322-7650 Fax: (602) 322-7659  
Email: [armie\\_gonzales@azd.uscourts.gov](mailto:armie_gonzales@azd.uscourts.gov)

This externship will allow the extern to become familiar with the variety of cases in Arizona, both civil and criminal, that are appropriately asserted in federal court. The extern will be able to observe criminal and civil proceedings including pleas, motion practice and, as available, trials. The extern will also be able to observe and participate in the resolution of these cases.

The extern will assist in the disposition of cases by becoming familiar with the case files, discussing a proposed resolution of various pending motions or evidentiary issues with the judge and his chambers staff, and researching and drafting proposed orders under the judge's direction and supervision.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now ***mandated by the Judicial Administrative Office*** for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

## EXTERNSHIP

United States District Court  
The Honorable James A. Teilborg

Summer, Fall and, Spring: 3 or more credit hours      **NOT AVAILABLE FOR SPRING 2010**

Contact:        Elicia Giroux, Law Clerk  
Address:        Sandra Day O'Connor Courthouse  
                    401 W. Washington Street, SPC 51  
                    Phoenix, Arizona 85003  
Phone:          602-322-7560  
Email:          Elicia\_Giroux@azd.uscourts.gov

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### Substance of Externship:

This extern placement allows the student to observe courtroom proceedings in civil and criminal matters, including hearings on motions and trials, and to participate in in-chambers discussions with the Judge and the law clerks. Additionally, the extern will be exposed to ethical and professional responsibility concerns faced by the judiciary, judicial employees, and lawyers.

The extern will also draft proposed orders disposing of motions in the Court's criminal and civil cases. In preparing the proposed orders, the extern will identify and analyze both relevant procedural rules and legal precedents and then apply these to a specific set of facts. Specifically, the extern will be required to summarize the factual and procedural background, identify the issues under consideration, describe and apply appropriate precedent, and distinguish inapposite cases or rules. Thus, there is a heavy emphasis on researching and writing in this externship.

Ideally, through the extern's exposure to a wide variety of subjects, the extern will be better able to make an educated career choice.

### Procedural considerations:

Because no secretarial assistance is available, the extern must be computer literate. This chambers will accept one or two externs per semester. All other considerations being equal, preference will be given to the students seeking to do the most credit hours with a three (3) credit hour minimum. If at any point after acceptance of the position the student decides to do less than 3 credit hours, the offer for an externship will be revoked.

This chambers has hired a former extern to return as a law clerk after graduation, and would consider doing so again in the appropriate circumstances.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

**NOT AVAILABLE FOR SPRING 2010**

## EXTERNSHIP

United States District Court  
Pro Se Staff Attorneys' Office

### NOT AVAILABLE FOR SPRING 2010

Contact: Jodie Brown, Staff Attorney  
Address: Pro Se Staff Attorneys' Office  
Sandra Day O'Connor Courthouse  
401 W. Washington Street, Suite 321  
Phoenix, Arizona 85003  
Phone: (602) 322-7280 FAX: (602) 322-7280  
Email: [Jodie\\_Brown@azd.uscourts.gov](mailto:Jodie_Brown@azd.uscourts.gov)

The primary objective of The Pro Se Staff Attorneys' Office operates as attorneys for the District Court's Judges. An extern will have the opportunity to integrate into the office and take on some of the same responsibilities as the full-time personnel.

The extern will perform a review of civil rights and habeas corpus pleadings to determine whether the Plaintiff/Petitioner has stated a cognizable constitutional claim. This will involve the preparation of Orders for the District Court Judge to whom the cases are assigned.

The office also handles pro se dispositive motions in prisoner cases. The extern will have the opportunity to research and prepare an Order disposing of the dispositive motion.

The extern will also have the opportunity to observe the District and Magistrate Judges. Judges have offered to allow the extern to observe settlement conferences, criminal duty, hearings on motions, and trials.

***Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.***

NOT AVAILABLE FOR SPRING 2010

## EXTERNSHIP

William E. Morris Institute for Justice

Spring: 2-5 credit hours

Contact: Ellen Sue Katz  
Address: William E. Morris Institute for Justice  
202 E. McDowell Rd., Suite 257  
Phoenix, Arizona 85004  
Phone: (602) 252-3432 Fax: (602) 257-8138  
Email: eskatz@quest.net

The William E. Morris Institute for Justice (“Morris Institute” or “MIJ”) is a private non-profit agency established in 1997 to promote equal justice for low-income persons in Arizona. We work towards this goal by providing technical assistance and coordination for legal services programs statewide as well as working with community-based groups who advocate for and serve low-income clients. Our services include litigation, research, advocacy, lobbying and training to protect the interests of and enhance the legal services provided to low-income persons.

The Morris Institute replaced the former Arizona Statewide Legal Services Project, which was dissolved because of Congressional restrictions on the use of Legal Services Corporations funds. MIJ is a statewide organization, with an office in Phoenix.

The Morris Institute’s priorities include:

- ✓ Training and training assistance
- ✓ Communication coordination
- ✓ Legislative and administrative services
- ✓ Technical assistance
- ✓ Creation and management of the website AZLawHelp.org
- ✓ Poverty law litigation

The legal work the extern will perform will, in part, be determined by cases in litigation and administrative advocacy and cases in pre-litigation development. Historically the program has worked on major class actions and policy reform litigation. The extern will conduct legal research, prepare memorandums of law and draft pleadings, and may also interview clients.

The extern will be presented with a research topic and will prepare a memorandum. The extern will also prepare pleadings such as sections of a brief or motion pleadings.

The Morris Institute has successfully litigated or is in the process of litigating several major policies that affect low-income clients.

**OUT OF STATE/TOWN EXTERNSHIPS AND/OR EXTERNSHIPS  
AVAILABLE ONLY IN SUMMER**

## EXTERNSHIP

Clark County Public Defender

Summer Only: 3-6 credit hours

Contact: Jordan Savage  
Director of Training  
Address: Clark County Public Defenders Office  
309 South Third Street  
Las Vegas, NV 89155-2510  
Phone: (702) 455-6737  
Email: [Savagejs@co.clark.nv.us](mailto:Savagejs@co.clark.nv.us)

The Clark County Public Defenders office is one of the largest law firms in the State of Nevada, with over 100 attorneys and a staff of over 170. The office is organized into teams. Track deputies are appointed to cases at the initial arraignment and represent the client to conclusion at trial level.

The office has specialized teams dedicated to juvenile court, homicide cases, sexual assault cases and appeals. In addition, the office has a dedicated training officer who developed an extensive training program for new attorneys and provides continued legal education for experienced staff. The office also has a nationally recognized litigation support department.

An externship with the Clark County Public Defenders Office will give the student extern Courtroom experience. Externs spend every morning in the courtroom helping Deputy Public Defenders handle busy calendars in the Justice Courts. In the afternoons, the externs work directly with the attorneys as they visit clients, work on negotiations, and prepare for trials. The internship experience is designed to focus on courtroom action to give the law student the most valuable experience possible. After spending a summer with this office, students will definitely gain an understanding of whether they really want a career as a Public Defender. For those students who have a special interest in representing children, internships are also available with the Office's Juvenile Division. For those who want more experience in research and writing, the Appellate Unit accepts summer externs as well.

Summer externs attend a short orientation program which informs them of their role in the office and other important policies and procedures in the court system. All interested students are invited to spend a day with the office prior to accepting an externship. The interested student will have the opportunity to meet the lawyers and spend valuable with the management team.

## EXTERNSHIP

Department of the Public Defender - County of San Diego

Summer Only: 3-6 credit hours

Contact: Angela Bartosik  
Deputy Public Defender  
Address: Department of the Public Defender  
County of San Diego  
233 "A" Street, Suite 500  
San Diego, CA 92101-4009  
Phone: (619) 338-4852 Fax: (619) 338-4811  
Email: Angela.Bartoski@sdcounty.ca.gov

This program begins on the first day of June and runs through August. The program is designed to give a law student exposure to the work environment in the Public Defender's office including courtroom appearances.

It is recommended but not required that all Summer interns be certified by the state bar. Students may be certified by the bar if they have taken civil procedure and evidence classes.

All Summer interns are expected to work at least a minimum of three days each week. You may choose to work up to 40 hours a week and must be able to work at least one day a week in Felony Arraignment Court from 1:00 p.m. to 5:00 p.m.

Assignments: In addition to assisting in the arraignments courts, interns will be assigned to work directly with attorneys in the office. The more time the intern has to invest, the greater the experience he or she will receive. Interns may shadow the attorneys, research and write motions, assist in client interviews, prepare investigation requests, participate in case preparation, participate in courtroom appearances, and perform in other public defender work. Some Summer Interns with more experience and who are able to work between 24 and 40 hours a week will be assigned to work on the Central Misdemeanor Unit.

**Applications for this externship opportunity will be in the Fall semester. Interested students should see Carolyn Landry, in room 101 for more information.**

## SUMMER ONLY

## EXTERNSHIP

DNA-People's Legal Services, Inc.

Summer Only: 3-6 credit hours

Contact: Levon Henry, Executive Director  
Address: DNA-People's Legal Services, Inc.  
P.O. Box 306  
Window Rock, AZ 86515  
Phone: (928) 871-4151 Fax: (928) 871-5306

DNA-People's Legal Services, Inc. is a private non-profit law firm that provides free legal representation to low-income Native Americans. The service area includes portions of Northeastern Arizona, Northwestern New Mexico, and Southeastern Utah and encompasses seven distinct Native American reservations, including the Navajo and Hopi Nations. Most of the individuals served by DNA are Native Americans residing on reservations, and many speak little or no English.

One of objectives of the externship placement is to provide an opportunity for law students to develop skills and gain experience in the areas of Indian Law, Family Law, Consumer Law and other substantive areas of law affecting the Native American population by working with experienced attorneys and tribal court advocates. A second objective of an externship placement is to expose law students to DNA-People's Legal Services and the services it provides to the indigent population so that upon graduation from law school they might consider working at one of DNA's offices. A final objective of the externship placement is to obtain the services of motivated law clerks that have an interest in Indian law.

DNA's Executive Director will appoint an attorney or tribal court advocate to supervise each extern. Supervising attorneys and advocates will include, but not be limited to: Sylvia Struss or Norma Classen (Flagstaff, AZ); Emery McCabe (Chile, AZ); Richard Wade (Crowpoint, NM); William Coaoke (Farmington, NM); Edward Dobson (Mexican Hat, UT); and Paula Pakkala (Tuba City, AZ). Other attorneys, tribal court advocates, project directors and support staff at DNA will work directly with the extern on matters within their areas of responsibility.

Legal work will be assigned based on the extern's interests and abilities and the workload needs of DNA. DNA represents clients in legal matters involving Family Law, Employment Law, Consumer Law, and General Law, and DNA attorneys are licensed in both State and Tribal courts; the extern might be assigned work that involves state or tribal law. Each extern will be required to provide, in writing, a description of the types of research, drafting and practical experience he or she is seeking. Based on the extern's description, DNA will provide challenging assignments that will improve and develop his or her skills.

## SUMMER ONLY

## **EXTERNSHIP**

Graham County Superior Court

Summer Only: 3-6 credit hours

Contact: The Honorable R. Douglas Holt  
Address: Superior Court of Arizona  
800 Main Street  
Stafford, AZ 85546  
Phone: (928) 428-3310 Fax: (928) 428-1032

The objective of this placement is to allow a law student to work closely with Presiding Judge Holt, to observe courtroom proceedings, to serve as bailiff and to do legal research for the Court. The extern would observe all criminal motions, arraignments, pretrial conferences and sentencings. The extern would learn to serve as bailiff during actual jury trials. The extern would further participate in all in-chambers discussions as appropriate regarding motions or instructions.

As opportunity arises, the extern will be utilized to review motions in both civil and criminal cases; identify issues, analyze the law, caselaw, and statutes; and apply to the facts of the case. The extern would also review the court's opinions, prior to issuance, for style, persuasiveness and clarity.

## **SUMMER ONLY**

## **EXTERNSHIP**

Navajo County Superior Court

Summer Only: 3-6 credit hours

Contact: The Honorable Dale P. Nielson  
Presiding Judge  
Address: P.O. Box 668  
Holbrook, AZ 86025  
Phone: (928) 524-4217 Fax: (928) 524-4246

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The objectives of this externship will provide the extern with the opportunity to acquire direct experience in working on difficult cases and projects involving a variety of legal issues. Furthermore, placement will include, but not be limited to, providing trained legal clerk experience for reviewing and researching a variety of diverse legal pleadings filed, and providing written discovery of the findings to the Judiciary which will allow the Judges to make better informed decisions on complex legal matters.

The extern will work closely with the Judiciary in the Navajo County Superior Court on a variety of diverse projects. Work will include legal research and require written discovery on a wide range of legal issues. The extern will also have the opportunity to attend court hearings and assist the Judges with various legal duties in the courtroom.

## **SUMMER ONLY**

## EXTERNSHIP

Navajo Nation Supreme Court

Summer Only: 3-6 credit hours

Contact: Paul Spruhan  
Address: P.O. Box 520  
Window Rock, AZ 86515  
Phone: (928) 871-6763 Fax: (928) 871-7016

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Students in this externship receive an invaluable experience working for the Supreme Court in Window Rock, Arizona. Some students are assigned to District Courts to assist trial judges. Externs work on a wide variety of issues in the Navajo jurisdiction. Each student is assigned a number of cases on appeal. The student conducts research on each case and writes a memorandum, attends the oral argument to the Court, participates in the discussion with the Justices on the decision, and drafts the opinion to be published in the Navajo Reporter.

In addition to the legal experience the student will acquire, the student has an excellent opportunity to learn about the Navajo people. Arts and Crafts fairs, rug auctions, and traditional dances are among the activities that go on regularly on the reservation.

Housing may be provided with families in the local area. Specific details are available from the Supreme Court.

**FOR MORE INFORMATION SEE KATE ROSIER, ASSISTANT DIRECTOR OF THE INDIAN LEGAL PROGRAM.**

**SUMMER ONLY**

## **EXTERNSHIP**

Pima County Superior Court

Spring: 2-5 credit hours

Contact: Commissioner K.C. Stanford  
Address: Arizona Superior Court in Pima County, Division G  
110 W. Congress  
Tucson, AZ 85701  
Phone: (520) 740-3336 Fax: (520) 740-3082  
Email: kstanford@sc.pima.gov

### **Objectives of this externship placement:**

- A. Provide courtroom observation.
- B. Provide opportunity to discuss judicial reasoning, attorney action, and client interactions.
- C. Give the extern experience applying the law to observed testimony.
- D. Provide substantive knowledge of Family Law and Rules of Evidence.
- E. Give extern opportunity to draft legal rulings.

### **Type of legal work extern will perform:**

- A. Bailiff.
- B. Legal Research.
- C. Opinion Writing.

## **EXTERNSHIP**

Santa Cruz County Attorney

Summer Only: 3 to 6 credit hours

Contact: George Silva, Esq.  
Santa Cruz County Attorney  
Address: 2150 N. Congress Drive, Suite 201  
Nogales, AZ 85621  
Phone: (520) 761-7850 Fax: (520) 761-7859

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The goal of the summer externship program is to enhance the extern's professional skills through courtroom experience. This includes assisting prosecutors in preparing for courtroom appearances, which includes, but is not limited to, motion hearings, arraignments, plea negotiations, trials, sentencing, and probation revocation hearings. The extern shall accompany the prosecutor to all court appearances, shall sit with the prosecutor at the court table and shall provide in-court assistance as directed by the prosecutor. The extern will research and prepare motions in limine, responses to trial motions, and Rule 32 motions. These motions will be prepared at the request of the attorney handling the case and that attorney will be responsible for editing and the final draft.

## **SUMMER ONLY**

## EXTERNSHIP

Southwest Center for Law and Policy

Summer, Fall and Spring: 2-6 credit hours

Contact: Halle Bongar White  
Executive Director.  
Southwest Center for Law and Policy  
Address: 4055 E. 5<sup>th</sup> Street  
Tucson, AZ 85711-1940  
Phone: (520) 623-8192 Fax: (520) 623-8246  
Email: [Bongarwhite@swclap.org](mailto:Bongarwhite@swclap.org)  
Website: [www.swclap.org](http://www.swclap.org)

The Southwest Center for Law and Policy is a non-profit organization located in Tucson. They are the parent organization of the National Tribal Trial College and are funded by the U.S. Department of Justice to provide free legal training to tribal court judges, prosecutors, law enforcement advocates, and civil attorneys.

Ideally the Center would like someone with the following qualifications:

- Good writing skills, preferably with the ability to translate complex legal issues in to articles easily accessed by lay people.
- Basic computer skills that include Microsoft Publisher, spreadsheets, and website maintenance and development.
- Experience with in Native communities and/or with survivors of domestic violence, stalking, sexual assault, child abuse, elder abuse, abuse of persons with abilities, and other violent crimes.

Travel to national tribal court judicial training and other events may be possible with the costs covered.

Work may be performed in the Tucson or from the Phoenix area. For the extern choosing to work from the Phoenix area frequent email and telephone contact will be necessary and at least twice monthly in-person meetings will be required to discuss assignments.

## EXTERNSHIP

State District Court, Denver, Colorado  
The Honorable Morris B. Hoffman

Summer, Fall and Spring: 2-6 credit hours

Contact: The Honorable Morris B. Hoffman  
Address: State District Court  
Second Judicial District  
1437 Bannock St., Courtroom 13  
Denver, Colorado 80202  
Phone: (720) 865-9064

Judge Hoffman is presiding judge for seven criminal courtrooms. His objective for this externship is to hire an extern to serve as a full-time law clerk. This is a state district court assigned to a felony-only criminal docket.

The extern will do a wide variety of legal tasks, including assisting the division clerk in tracking motions and administering the docket, serving as bailiff to the juries, legal research, writing first drafts of opinions on county court criminal appeals, and perhaps most important, brainstorming with the Judge on pending issues.

The Judge is on numerous court and bar committees, including the Denver Supreme Court's Criminal Rules Committee and Panel on Multi-District Litigation, and the externs may assist in the committee and panel work (drafting rules, reviewing motions for inter-district consolidation). The Judge also does extensive outside legal writing, and will invite (not require) the extern to participate.

## EXTERNSHIP

U.S. Bankruptcy Court, Northern District of California

Summer, Spring or Fall: 6-12 credit hours

Contact: The Honorable S. Weissbrodt  
Address: U.S. Bankruptcy Court  
Northern District of California  
U.S. Courthouse and Federal Building  
280 S. First Street - Room 3035  
San Jose, CA 95113-3099  
Phone: (408) 535-5116

Judicial Externs work on trials and motions. They help prepare the Court for complex motions calendars, perform research, and assist in the drafting of decisions. The issues on which the externs work are highly diverse, involving matters of state and federal substantive law and bankruptcy law, and federal procedure. A great deal of time is spent in court and learning how a judge's chambers operates.

Externs typically help prepare most matters on motion relief from stay calendars that are heard every two weeks. They review all pleadings, e.g., motions, declarations, proofs of service, the relief from stay cover sheets the movants are required to file, and any oppositions to the motions and prepare individual memoranda on each motion heard on these calendars.

## EXTERNSHIP

United States Court of Appeals for the Ninth Circuit  
The Honorable Arthur L. Alarcon

Spring, Summer and Fall: 6-12 credit hours

Contact: The Honorable Arthur L. Alarcon  
Address: United States Court of Appeals, Ninth Circuit  
United States Courthouse  
312 North Spring Street  
Los Angeles, CA 90012  
Phone: (213) 894-2693

The extern will prepare bench memoranda to assist the panel in preparing for oral argument. After oral argument, the extern may also be asked to assist in the preparation of a final disposition. The extern will also be called upon to do whatever research is required by the Judge. The extern will be directly supervised by the judge and law clerks, will participate in regular staff meetings during which progress of the law clerks and externs in completing their assignments will be reviewed. In addition, the judge is available to the extern on a daily basis to solve problems or answer questions in connection with the cases assigned to the extern.

**Submit a cover letter, resume including GPA, writing sample, and faculty recommendations. Students must be in the top 1/3 of their class.**

## EXTERNSHIP

United States Department of the Interior

Summer Only: Maximum of 6 credit hours

Contact: Richard K. Aldrich  
Address: Field Solicitor  
Office of the Solicitor  
United States Department of the Interior  
PO Box 31394  
Billings, MT 59107-1394  
Phone: (406) 247-7538

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The objective of this externship is to provide an environment and an opportunity for law students to develop skills necessary and appropriate to a government legal practice by working on issues with experienced attorneys and support staff. Significant time and attention will be devoted to each extern and it is anticipated that each extern will make a professional contribution to the Department of the Interior.

Legal work will be assigned to each extern based upon the workload needs of the Office in three general categories: Indian Law, Natural Resources Law, and General Law. Work may include: legal research; drafting discovery requests and responses; legal memoranda, motions, responsive pleadings and briefs; reviewing, commenting on, and revising statutes, bills, rules, regulations, contracts, cooperative agreements, memoranda of understanding, and grant agreements; attending meetings and judicial and administrative litigation hearings; and assisting in trial preparation and presentation.

The amount and variety of legal workload will depend on the interest and the ability of the extern. Through the direct supervision and mentoring activities of a staff attorney, an attempt will be made to provide an environment which encourages and improves the legal skills of the extern.

Please include law school transcripts and writing sample with resume.

## SUMMER ONLY

## EXTERNSHIP

United States District Court  
The Honorable Roger L. Hunt, Magistrate Judge  
Las Vegas, Nevada

Summer, Spring or Fall: 6-12 credit hours

Contact: The Honorable Roger L. Hunt  
Address: United States District Court  
Lloyd D. George US. Courthouse  
333 Las Vegas Blvd. South, Room 6018  
Las Vegas, Nevada 89101  
Phone: (702) 464-5530

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The court invites all interested students to apply for an extern position. The extern's duties would be similar to that of a law clerk's (i.e., research and writing in both civil and criminal law). Occasionally, there is an opportunity for an extern to move into a regular judicial clerkship. The court makes a practice of working closely with the extern so that he or she will derive the maximum possible benefit from the experience.

The extern will perform legal work such as: (a) research of the law regarding criminal and civil discovery questions and preparation of proposed orders, decisions and bench memoranda regarding those issues; (b) observation of criminal and civil hearings and preparation of reports and recommendations for decision; and (c) observation of civil jury trials and research of legal questions arising therein.

The goal is to give the extern most of the experiences, in and out of the courtroom, that a law clerk receives. Externs have received experiences and training which they cannot obtain elsewhere, and the court has received the benefit of some excellent legal assistance. The court is willing to make reasonable working arrangements that will accommodate the extern's schedule. In some cases, externs have worked on a part-time basis. Unfortunately, federal funds are not available through this office to pay any salary, living expenses, or other benefits to participating students.

Secretarial assistance is not available; the extern will be expected to be able to type.

**Submit a resume including GPA, writing sample and cover letter expressing interest and desired semester.**

## EXTERNSHIP

United States District Court  
The Honorable Philip M. Pro  
Las Vegas, Nevada

Spring, Summer and Fall: 6-12 credit hours

Contact: Anita Alexander  
Address: United States District Court  
Lloyd D. George US. Courthouse  
333 Las Vegas Blvd. South, Room 7015  
Las Vegas, Nevada 89101  
Phone: (702) 464-5510 Fax: (702) 464-5511

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The court invites all interested students to apply for an extern position. The extern's duties would be similar to that of a law clerk's (i.e., research and writing in both civil and criminal law). Occasionally, there is an opportunity for an extern to move into a regular judicial clerkship. The court makes a practice of working closely with the extern so that he or she will derive the maximum possible benefit from the experience.

The objectives of placement of an extern with my Court are much the same as those for placement of a law clerk. Each extern works closely with me and the staff of my Court in the analysis of a wide variety of civil and criminal matters submitted for decision. This includes research and writing memoranda and proposed orders, as well as observing and discussing a variety of in-court proceedings. I consider placement of an extern and a law clerk to be an important resource providing assistance to the Court, but a valuable learning experience for the extern/law clerk as well. Externs are called upon to analyze, research and write memoranda and proposed orders regarding civil and criminal cases submitted to my chambers for decision. Additionally, they serve as sounding-boards for me on a variety of issues which arise during the course of my duties.

The goal is to give the extern most of the experiences, in and out of the courtroom, that a law clerk receives. Externs have received experiences and training which they cannot obtain elsewhere, and the court has received the benefit of some excellent legal assistance. The court is willing to make reasonable working arrangements that will accommodate the extern's schedule. In some cases, externs have worked on a part-time basis. Unfortunately, federal funds are not available through this office to pay any salary, living expenses, or other benefits to participating students. Secretarial assistance is not available; the extern will be expected to be able to type.

**Submit a resume, including GPA and writing sample.**

**FOR YOUR INFORMATION**

### **Rule 38 Certification**

Some externship placements require the student to be Rule 38 eligible. An eligible law student may appear in any court or before any administrative tribunal in this state on behalf of any person if the person on whose behalf he is appearing has indicated in writing his consent to that appearance and the supervising lawyer has also indicated approval in writing of that appearance in certain matters.

To be eligible, a student must read and be familiar with the Arizona Rules of Professional Conduct and the Rules of the Supreme Court of Arizona, including Rule 38, and statutes of the State of Arizona relating to the conduct of attorneys. The student certifies that he/she has completed legal studies amounting to at least three semesters, or the equivalent if the law school is on a basis other than a semester basis. The student will neither ask for nor receive any compensation or remuneration of any kind for services from the person on whose behalf the services are rendered pursuant to Rule 38(e)(4), Rules of the Supreme Court of Arizona.

See Carolyn Landry in room 101 for application materials.

### **Security Clearance: U.S. Attorney's Office, U.S. Department of Homeland Security, U.S. Department of Justice**

Due to the sensitive nature of the cases handled by the U.S. Attorney's Office, U.S. Department of Homeland Security and the U.S. Department of Justice, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks or longer so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

**Please be aware:** If you are foreign born, the investigation may take longer, or you may not be allowed to participate in a specific program.

### **Out-of-State Externships & Law Journal**

Please take note that being accepted to an out of state externship MAY preclude you from being accepted for membership on the Arizona State Law Journal. The Journal has certain on-campus residence requirements for all students during their first year on Journal. Being off campus during either semester for an out of state externship has, in the past, been incompatible with joining Journal. Students are **STRONGLY ADVISED** to confer with the Journal's editor-in-chief **BEFORE** applying for any out of state externship if the student is also interested in pursuing a membership on Journal during the same academic year as the externship.