

# EXTERNSHIP PLACEMENT OPPORTUNITIES

FALL 2019

## JUDICIAL PLACEMENTS

### **Farmington and Burlington Probate Court (Farmington, CT)**

Extern will be responsible for assisting court staff with daily case management and court activities, including, but not limited to, attending hearings, court docket management, file maintenance, assisting attorneys and the public, and conducting court-related research. We expect students to learn and experience the basic statutory and procedural requirements for the various subject matters within the Connecticut Probate Court's jurisdiction as well as other basic real-world issues in Connecticut Probate Practice. Ideal candidate will have taken some courses in any of the following areas: Trusts, Estates, Family-Child-Juvenile, Mental Health, Real Estate, Taxation, State-Local Government law.

### **Franklin/Hampshire Juvenile Court (Hadley, MA)**

This externship allows students to observe courtroom procedure in issues dealing with juveniles, such as care and protection and delinquency proceedings. Students not only have hands-on experience by researching and writing memoranda, but also by observing the courtroom tactics of lawyers as they present their cases to the court. Seeking students who are sincerely interested in juvenile justice issues.

### **Hampden Probate and Family Court (Springfield, MA)**

Externs will assist the Justices of the Hampden County Division of the Probate and Family Court. The Probate and Family Court hears cases on subjects relating to all aspects of a person's life, from birth to death. Externs in the Probate and Family Court are exposed to a wide variety of family, probate, and equity issues, including adoption, paternity, custody, divorce, guardianships, legal bioethics, will contests, trust reformation, and petitions to partition real estate. The law in these areas is constantly evolving and cases of first impression often confront the court, making an externship experience in the Probate and Family Court interesting and challenging. Externs conduct research, write legal memoranda, draft findings of fact, conclusions of law, judgments, orders, and work directly with the judge on the assignment. Judges will be encouraged to discuss cases with students and to provide them with feedback. In addition, externs have the opportunity to observe hearings and trials, which expose them to court procedure and evidentiary issues. By working with multiple judges, externs will gain a broader understanding of the workings of the Probate and Family Court.

### **Hampshire County Probate and Family Court (Northampton, MA)**

A judicial externship offers a unique, exciting, and rewarding environment in which to begin a legal career. The Probate and Family Court hears cases on subjects relating to all aspects of a person's life, from birth to death. Externs in the Probate and Family Court are exposed to a wide variety of family, probate, and equity issues, including adoption, paternity, custody, divorce, guardianships, legal bioethics, petitions to partition real estate, trust reformations, and will contests. Externs conduct research, write legal memoranda, draft findings of fact, conclusions of law, judgments, and orders, and

work directly with the judge on the assignment. In addition, externs have the opportunity to observe hearings and trials, which expose them to court procedure and evidentiary issues.

**Massachusetts District Court, Springfield Division (Springfield, MA)**

This externship enhances the student's legal background by exposing them to the daily workings of a judge on the bench and to courtroom proceedings. Students also research and write memoranda on different areas of the law, and may even interact with attorneys appearing before the Court.

**U.S. District Court of Connecticut (Hartford, CT)**

This externship allows students to conduct research and write on a variety of issues, including drafting final decisions, reports, and recommendations for different cases. In the past, students have researched and written memoranda regarding appeals on denial of social security disability benefits, summary judgment motions, and motions for preliminary injunctions. Students also observe hearings, trials, and meetings in chambers.

## **LAW PRACTICE PLACEMENTS**

**Baram, Tapper & Gans, LLC (Bloomfield, CT)**

Extern will research and draft documents, pleadings, and motions under direct supervision of the managing partner in the practice areas of trust and estates, probate, real estate, business law, family law and litigation, with the opportunity to shadow the attorney in Family and Civil courts. The extern may also gain exposure to the Immigration practice area through other attorneys at the Firm. Extern will also have the opportunity to research and draft documents in Tobacco Valley Probate Court with the opportunity to attend Probate Hearings and observe the workings of the court under the supervision of Judge David A. Baram.

**Baystate Health Risk Management (Springfield, MA)**

Extern will work in the Clinical Safety, Risk Management, and Insurance Department, which manages investigation of clinical adverse events, reporting of Serious Reportable Events per Mass regulations, policy creation, provider education in risk prevention, and the administration of Baystate Health's self-insured captive. Department staff includes experienced insurance claims managers, nurse attorneys, and certified risk managers.

**City of Springfield Law Department, Code Enforcement (Springfield, MA)**

Externs will assist City Attorneys: research case files, conduct title searches, review probate cases, and draft petitions and motions.

**City of Springfield Law Department, Litigation Department (Springfield, MA)**

Externs will draft motions, complaints, and legal opinions. They may further be asked to conduct legal research, answer complaints, sit in on depositions, conduct discovery, and review contracts.

**City of Springfield, Redevelopment Authority (Springfield, MA)**

Extern will assist with the sale and redevelopment of commercial real property for the City of Springfield and the Springfield Redevelopment Authority. Students will have the opportunity to gain first-hand commercial development experience on multi-million dollar public projects, and will learn about procurement law, municipal financing, urban renewal regulations, public construction law, land use restrictions, and historic redevelopment.

**Committee for Public Counsel Services - Children & Family Law Division (Springfield, MA)**

The Committee for Public Counsel Services (CPCS) is a government agency providing representation to indigent clients in criminal cases, civil cases, and administrative proceedings in which there is a right to counsel. The Children and Family Law (CAFL) Division provides zealous and creative advocacy for children and parents in child welfare proceedings, including termination of parental rights cases and Child Requiring Assistance proceedings.

**Committee for Public Counsel Services - Youth Advocacy Department (Springfield, MA)**

The Youth Advocacy Division (YAD) ensures that every child from an indigent family in Massachusetts has access to zealous legal representation that incorporates a Youth Development Approach, resulting in fair treatment in court. YAD works with each client to achieve both legal and life success. Extern will assist staff in all phases of delinquency representation, including arraignments, motions, trials and educational advocacy as well as social service advocacy. Students must be eligible for 3:03 Certification.

**Committee for Public Counsel Services – Northampton District Court (Northampton, MA)**

The District Court offices of the Public Defender Division provide legal representation and advocacy to indigent clients who are charged with criminal offenses within the final jurisdiction of the district court. Public Defenders represent clients charged with misdemeanors and felonies, see G.L. c.218, § 26; St. 2005, c.54, including some serious sexual offenses, and occasionally handle initial proceedings under G.L. c.123, § § 12(e), 35. It is a requirement that the extern be able to practice under SJC Rule 3.03 as their responsibilities might often include appearing in court to represent clients.

The duties of a Public Defender Division Extern would include (all under the direct supervision of a staff attorney): meeting with clients and conducting interviews, which includes incarcerated clients; representing clients at arraignments and bail proceedings; directing and participating in pretrial investigation, including visiting crime scenes, locating and interviewing witnesses, and collecting and reviewing documentary evidence; reading and analyzing pleadings, reports, transcripts, and all other written materials relating to cases; responding to correspondence; conducting legal research and writing; preparing pretrial motions, affidavits and legal memoranda and arguing before the court; conducting dispositional negotiations and sentencing advocacy; assisting staff attorneys at preliminary hearings and at jury and bench trials; and ensuring case files are up-to-date, complete, and closed promptly.

**Committee for Public Council Services at Springfield District Court (Springfield, MA)**

The District Court offices of the Public Defender Division provide legal representation and advocacy to indigent clients. Extern students will help with arraignments and bails in the Springfield District Court. When the session begins, CPCS gets a list of clients, assigned for that day. Duties include finding the client and learning as much as possible about them in a short time. Client interviews can take place in the hallway outside of the courtroom, a conference room, or the lock-up of the courthouse. Sometimes clients require the use of an interpreter, which the court provides. The client's criminal record (CORI) is received from the probation department and discovery from the District Attorney's office regarding the new charge. Using these materials, together with the client's information, attorneys make the best bail argument possible to secure the lowest bail amount possible. At arraignment, motions are filed to preserve if we find there is other evidence needed that hasn't been provided, or if there are concerns about destruction of evidence. Students need to be 3:03 certified to do bail arguments.

**Connecticut Commission on Human Rights and Opportunities (Hartford, CT)**

The Commission is Connecticut's chief civil rights law enforcement agency. The extern will work primarily in the Commission's legal division, which is responsible for litigating claims of employment, housing and public accommodation discrimination. The legal division also represents the agency in other matters at the trial and appellate levels.

The extern will be involved in preparing discrimination cases for litigation before human rights referees, who function as administrative law judges, or in Connecticut trial courts. Assignments may also include responding to individual legal questions that arise during the course of complaint investigation or in judicial proceedings. Externship duties will typically include legal research and writing, drafting pleadings and interrogatories, and preparing for witness interviews and settlement negotiations. Students are encouraged to become admitted under the Connecticut law student rule so they may more actively question witnesses or argue motions.

**Connecticut Fair Housing Center (Hartford, CT)**

The Connecticut Fair Housing Center, a non-profit organization that provides legal representation to victims of housing discrimination and homeowners in danger of foreclosure, seeks legal externs to work in its Hartford, CT office. The Center seeks legal externs with a strong commitment to social justice and civil rights to assist in all stages of its fair housing enforcement practice.

Responsibilities will include researching legal issues relevant to claims before state and federal agencies and courts; developing outreach and educational materials and conducting presentations for community organizations; interviewing potential clients, evaluating claims and making recommendations regarding suitability of cases for representation by the Center; drafting complaints, attending hearings and settlement negotiations and assisting in preparation of witnesses. Legal externs will also work on the Center's Fair Lending Project directly assisting clients and working with attorneys volunteering with the Foreclosure Prevention Pro Bono Panel.

**Hampden County Court Service Center (Springfield, MA)**

This is an exciting opportunity for someone who is dynamic, self-starting, and interested in learning about access to justice issues in the court system. You will be part of a new program called the Court Service Center, which seeks to provide comprehensive legal assistance for self-represented litigants.

**KC Law (Westfield, MA)**

KC Law concentrates on civil litigation matters including medical malpractice, general torts, housing court matters, consumer protection, and business law. A student will gain valuable and practical knowledge in civil litigation by actually participating in drafting initial pleadings, research, discovery, motions and trial preparations.

**Massachusetts Commission Against Discrimination (Springfield, MA)**

Students work alongside Investigations Department staff, conducting investigations into discrimination claims regarding workplaces and places of public accommodation, including requesting documentation and evidence from parties, reviewing case files, and drafting recommendations regarding whether probable cause exists.

**Massachusetts Fair Housing Center (Holyoke, MA)**

Extern will have the opportunity to manage a caseload consisting of clients who are victims of housing discrimination and predatory lending. The Extern will interview clients, investigate claims and present cases at and participate in legal committee meetings. The Extern will draft demand letters, complaints, legal memos, and motions. There will also be opportunities to conduct research in a number of areas of concern to this organization. The Extern may also accompany the attorney to legal or administrative proceedings or community trainings, as they arise.

**Massachusetts Office of the Attorney General (Springfield, MA)**

Legal externs may be exposed to the following practice areas: consumer protection, municipal law, civil rights, criminal law, civil defensive litigation, and business and labor protection. Legal externs assist attorneys with in-depth legal research and writing, including drafting motions and legal memoranda, and preparing cases for trial. Legal externs will have the opportunity to participate, either actively or as an observer, in depositions, court appearances (accompanied by a supervising attorney), and in-house continuing legal education trainings.

**National Labor Relations Board (Hartford, CT)**

It is typical for an Extern to be paired with a staff attorney to investigate charges of unfair labor practices against employers and unions (the cornerstone of such investigations is witness affidavits); conduct legal research on novel or obscure issues of labor law and write legal memoranda to facilitate appropriate administrative determinations in pending cases; and direct secret-ballot elections for purposes of determining if employees wish to be represented by a labor organization. If circumstances permit, a legal Extern will also function to assist a Board attorney in preparing case(s) for litigation, such as assisting with the review of subpoenaed materials and conducting pre-trial research concerning substantive, evidentiary or procedural matters.

**New York State Office of Children and Family Services (Rensselaer, New York)**

OCFS attorneys regularly provide advice and counsel on topics including, but not limited to, juvenile justice, adoption, foster care, day care enforcement, child protective services, adult protective services, domestic violence victims' services, and general administrative concerns (e.g., Freedom of Information Law (FOIL), ethics issues and contracts). Extern experiences and duties will include assisting in administrative enforcement investigations and hearings; attending administrative hearings; assisting in drafting legislation and agency rule making; reviewing contracts, FOIL requests, and child protective services indications; researching vital statutory issues to provide integral legal advice to OCFS; and drafting memoranda for various issues facing OCFS.

**Nicoletti & Brown, LLP (Springfield, MA)**

Nicoletti & Brown is a small civil litigation firm. Although they take on many different projects in various areas, a significant portion of the practice is dedicated to landlord tenant law. Firm attorneys also volunteer under Community Legal Aid every Thursday morning in defense of indigent tenants facing eviction. Externs will perform legal research, drafting court documents, meeting clients, and going to court with their attorney. In addition to gaining academic knowledge through research and writing, externs working with us will get court experience during Thursday charity work and will get to meet and build connections with attorneys throughout the Springfield community. Externs will also learn about running a small practice.

**United States Attorney's Office (Springfield, MA)**

Externs assist the AUSAs with research and preparation of legal documents in both civil and criminal cases. The externs also have the opportunity to observe and discuss with the AUSAs many aspects of the federal criminal justice process..

**United States Postal Service – Northeast Area Law Office (Windsor, CT)**

Externs will be exposed to labor and employment law and litigation. This office is heavily focused on administrative litigation, and externs can expect to gain valuable experience in the drafting of motions and other pleadings. Externs must have completed or take concurrently a course in Employment Discrimination, Labor Law, or Administrative Law as a prerequisite.

**Western New England University, Office of the General Counsel (Springfield, MA)**

Extern will assist supervising attorney in The Office of the General Counsel.

**NOTE:** Please view externship opportunities on Symplicity for complete application requirements. **Questions?** Contact Marie Fletcher, *Clinical Programs Administrator*, at Tel.: 413-782-1469 or email: [mfletcher@law.wne.edu](mailto:mfletcher@law.wne.edu).