**JOHN JAY LEGAL SERVICES, INC.**

Information Regarding Participation in JJLS Client Representation, Externship, and

Simulation Programs Offered in the Fall 2015 Semester

**You must apply no later than Monday, April 27 at 5 p.m..**

PLEASE READ COURSE DESCRIPTIONS AND THIS MEMORANDUM CAREFULLY BEFORE SUBMITTING AN APPLICATION.

Application forms are available on TWEN (John Jay Legal Services Fall 2014 Applications) and on the web at <http://www.law.pace.edu/student-applications>. Please upload one copy of your application and all attachments for each program to which you wish to apply. The following programs are being offered by John Jay Legal Services in the Fall 2014 semester.

**CLIENT REPRESENTATION CLINICS**

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| Barbara C. Salken Criminal Justice Clinic 6 credits/semester (4 clinical, 2 academic)**Two Semesters** | Professor David Dorfman and Professor Robin Frankel |
| Equal Justice America Disability Rights/Health Law Clinic6 credits/semester (4 clinical, 2 academic) **Two Semesters** | Professor Gretchen Flint |
| Immigration Justice Clinic 6 credits/semester (4 clinical, 2 academic), or4 credits/semester (2 clinical, 2 academic),**Two Semesters** | Professor Vanessa Merton |
| Investor Rights Clinic 4-5 credits (2-3 clinical, 2 academic) fall semester,3-4 credits (2-3 clinical, 1 academic) spring semester**Two Semesters** | Professor Elissa Germaine and Professor Jill Gross |

**EXTERNSHIPS - One Semester**

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| Corporate Law Externship5 credits (4 clinical, 1 academic) | Professor Kenneth Coughlin, Jr. |
| Environmental Law Externship4 credits (3 clinical, 1 academic) | Professor Megan Joplin |
| Family Court Externship3 credits (2 clinical, 1 academic) | Professor Tracey Alter |
| Honors Prosecution Externship6 credits (4 clinical, 2 academic) | Professor Carol Barry |
| International Trade Externship4 credits (3 clinical, 1 academic) | Professor Louise Martin-Valiquette |
| Legal Services/Public Interest/Health Law Externship4 credits (3 clinical, 1 academic) | Professor Michael Scherz |
| Prosecution Externship4 credits (3 clinical, 1 academic) | Professor Carol Barry |
| U.N. Environmental Diplomacy Practicum4 credits (2 clinical, 2 academic)  | Professor Narinder Kakar |

**SIMULATION COURSES - One Semester**

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| Federal Criminal Pretrial Simulation 4 credits (4 academic) | Professor Louis Fassulo |

Course descriptions are available in 404 Preston or on the web at <http://law.pace.edu/john-jay-legal-services>.

**Credit Allocation**

The Law School, in order to comply with the New York Court of Appeals rules on admission to the bar, limits the number of clinical or non‑classroom credits that may be applied to the 84 credits required for graduation. Of the 84 credits required for the JD degree, no more than 19 may be "clinical" credits. The credit allocation for each program is divided between clinical credits awarded for field work and academic credits awarded for the classroom seminar component. All clinical courses are graded, usually, with two separate grades awarded for the clinical and the academic components. In addition, in the client representation programs we use a separate evaluation form to provide detailed feedback to students on their progress as developing lawyers.

**Upper Level Skills Requirement**

The following JJLS courses, offered in the fall, may be taken to fulfill the Upper Level Skills requirement:

Clinics

Barbara C. Salken Criminal Justice Clinic

Equal Justice America Disability Rights/Health Law Clinic

Immigration Justice Clinic

Pace Investor Rights Clinic

Externships

Corporate Law Externship

Environmental Law Externship

Family Court Externship

Honors Prosecution Externship

Legal Services/Public Interest/Health Law Externship

Prosecution Externship

Simulation Courses

Federal Criminal Pretrial Simulation

**Upper Level Writing Requirement**

The Upper Level Writing requirement may be fulfilled in the following courses with prior permission of the professor. You may not fulfill both upper level writing and upper level skills requirements in the same course.

Equal Justice America Disability Rights Clinic

Family Court Externship

International Trade Externship

Investor Rights Clinic

Prosecution Externship

**Time Commitments**

Client representation clinics: You will need to spend an average of 5 hours a week per clinical credit, in addition to the seminar, for Clinic work. You should expect periods of intense peak activity to alternate with inactive periods. Some weeks the program will require much less time, and others much more. The key is to keep open at least some days each week when you can devote most or all of your time to the clinical program.

Externships: While the externship program seminars generally meet in the late afternoon or evening, students must be able to work during the day at the externship sites. All the externships require work at least 12 hours per week away from the Law School, except for the Family Court Externship, which requires 8 hours, i.e., one full day, in Westchester County Family Court and the Honors Prosecution Externship, Corporate Law Externship and U.N. Environmental Diplomacy Practicum which require 2 full days at your placement.

A lawyer's obligations, like a doctor's, do not disappear on weekends and over holidays. STUDENTS IN CLIENT REPRESENTATION CLINICS AND EXTERNSHIPS MUST BE PREPARED TO CONTINUE HANDLING THEIR RESPONSIBILITIES THROUGHOUT EXAM AND BREAK PERIODS. The faculty will help you plan to minimize these conflicts, but it still may happen that a court appearance will cause you to miss a class or that a crucial meeting with an adversary will occur during a break.

**Travel and Expenses**

Externships by definition require time spent away from the law school. Some placements are nearby; others may involve significant travel. Clinic work sometimes requires travel for a court appearance, investigation or client or witness interview. JJLS has **limited** funds to **help** defray travel expenses. Reimbursement for travel to externship placements is limited to $250 per student per semester. If you have any concerns about travel and expenses, please discuss them with the instructor during your interview.

**Eligibility and Prerequisites**

Unless otherwise stated, second-, third-, and fourth-year students in good academic standing and eligible to practice law under the Student Practice Order (having completed thirty credits as a part-time student or two semesters as a full-time student) may apply for any of the programs. Preference will usually be given to students entering their final year of law school (third-year full-time, fourth-year part-time, students).

If you are applying for more than one program, you must rank your preferences on the application form. Generally, students will only be permitted to enroll in one clinic or externship each semester. If you decline an offered position, you will be permitted to enroll in another program only if all students who applied in a timely way have been accommodated.

Please read course descriptions carefully and make sure that you have satisfied any necessary course prerequisites or requested a waiver on your application.

All participants in JJLS client representation clinics and externship programs must avoid conflicts of interest based on past or concurrent employment (or volunteer work) situations. If you have questions about a potential conflict, please consult Professor Flint.

**Application Process**

You must register for these courses **in person** at the Registrar's Office, or by telephone (422-4214) or e-mail (nrodriguez@law.pace.edu or jwolf@law.pace.edu), after obtaining permission of the professor. In order to obtain permission for these courses you must do the following:

* 1. Submit a JJLS application form on the John Jay Legal Services Applications Fall 2015 Semester TWEN site.
		1. Application forms and instructions for submitting applications are on the TWEN site and on the web at <http://www.law.pace.edu/student-applications>.
		2. Post a complete application with required attachments in the drop box for each program to which you wish to apply.
1. **The deadline for applications is Monday, April 27, 2015.**
2. You will be contacted for an interview, at the professor’s discretion.
3. You will be notified by e-mail of the professor's decision on or before May 15. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course. Qualified students who cannot be accommodated will be placed on a waiting list.
4. If you decline an offered position, you will be permitted to enroll in another program only if all qualified students who applied in a timely way have been accommodated.
5. Students who apply after the deadline will be accepted only if there is space available after all qualified students who applied in a timely way have been accommodated.

**IMPORTANT**: By the time of your priority registration you will not have heard whether you have been accepted into a JJLS program. You should register for the schedule that you would want if you are not accepted. If you are later notified that you have been accepted into a JJLS program, you will be able to add, drop, and change your schedule without any penalty. When you contact the Registrar to register for a JJLS program, be sure to have decided which courses you wish to drop. If you are accepted into a JJLS program, you must register for that course within two weeks of receiving your letter of acceptance or you may lose your place.

**NOTE:** These procedures do not apply to the Environmental Litigation Clinic or the Federal Judicial Honors Program which have their own application procedures. There is a separate application form for the Pro Bono Scholars Program.