JOHN JAY LEGAL SERVICES, INC.

Information Regarding Participation in JJLS Client Representation Clinics and Externships

In the Spring 2021 Semester

You must apply no later than Monday, November 9 at 10 a.m.

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

Application forms are available on the web at https://law.pace.edu/john-jay-legal-services/student-applications. The following programs are being offered by John Jay Legal Services in the Spring 2021 semester.

CLIENT REPRESENTATION CLINICS

Food and Beverage Law Clinic 1 semester 6 credits (4 clinical, 2 academic)	Professor Jonathan Brown

EXTERNSHIPS (field placements) - One Semester

Corporate Law Externship 5 credits (4 field placement, 1 academic)	Professor Joseph Kendy
Environmental Law Externship (NY) 4 credits (3 field placement, 1 academic)	Professor Jessica Albin
Family Court Externship 3 credits (2 field placement, 1 academic)	Professor Tracey Alter
Honors Prosecution Externship 6 credits (4 field placement, 2 academic)	Professor Carol Barry
Legal Services Externship (Immigration) 4 credits (3 field placement, 1 academic)	Professor Thomas McDonnell
Mediation Practicum 4 credit hours (2 clinical, 2 academic)	Professor Danielle Shalov
Prosecution Externship 4 credits (3 field placement, 1 academic)	Professor Carol Barry
Real Estate Law Externship 3 or 4 credits (2 or 3 field placement, 1 academic)	Professor Christopher Cuomo
Social Justice Advocacy Externship 4 credits (3 field placement, 1 academic)	Professor Michael Scherz
State Judicial Externship 4 credits (3 field placement, one academic)	Professor Peter Passidomo
U.N. Environmental Diplomacy Practicum 4 credits (2 field placement, 2 academic)	Professor Victor Tafur

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

Credit Allocation

The ABA and New York Court of Appeals rules limit the number of non-classroom credits, including field placement credits that may be applied to the 88 credits required for graduation. Of the 88 credits required for the JD degree, no more than 24 may be non-classroom credits. See Rule 4Cof the Academic Rules and Regulations (https://law.pace.edu/sites/default/files/academics/AcademicRegulations.pdf). The credit allocation for each externship is divided between field placement credits awarded for field work and academic credits awarded for the classroom seminar component. All credits awarded for client representation clinics are "academic" credits. All clinics and externships are graded.

Upper Level Skills Requirement

The following JJLS courses offered in the Spring 2021 semester may be taken to fulfill the Upper Level Skills requirement:

Clinics
Food and Beverage Law Clinic

Externships
Corporate Law Externship
Environmental Law Externship (NY)
Family Court Externship
Honors Prosecution Externship
Legal Services Externship (Immigration)
Mediation Practicum
Prosecution Externship
Real Estate Law Externship
Social Justice Advocacy Externship

Time Commitments

Client representation clinics: You will need to spend an average of 4 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 (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. JJLS has **limited** funds to **help** defray travel expenses. JD students in Externships will be reimbursed a maximum of $250 for travel during the semester. Please read the externship travel expense policy. **Be sure to discuss any concerns you have about the location of your placement site**

with the faculty member during the application process.

Eligibility and Prerequisites

Unless otherwise stated, second-, third-, and fourth-year students in good academic standing may apply for any of the programs. Preference will usually be given to students in their final year of law school (third-year full-time and fourth-year part-time students).

You may apply for up to three programs and must rank your preferences on the application form. Generally, students will only be permitted to enroll in one JJLS program (or the Pace Environmental Litigation Clinic) each semester. While we aim to honor students' preferences, case load and class size considerations may result in your being admitted to your second or third choice. 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. **Do not assume that you will be able to get credit for an externship if you have not applied in a timely way, even if you secure your own placement.**

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 Germaine.

Application Process

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

1. All applications must be e-mailed to applicationsJJLS@law.pace.edu.

2. Follow the "Mac instructions" if you are using a Mac computers.

3. The completed application must contain the following documents in PDF format in one pdf file.:

    - Application Form
    - Resume
    - Most recent transcript
    - Short (5 pp.) writing sample

4. Put Spring 2021 in the subject line.

5. You will receive an acknowledgment that your application has been received and that is it complete.

6. **The deadline for fall applications is Monday, November 9 at 10 a.m.**

7. You may be contacted for an interview, at the professor's discretion.

8. You will be notified by e-mail of the professor's decision by December 10. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course once a placement is secured. You must register in person at the Registrar's Office or by e-mail (jwolf@law.pace.edu, jscambia@law.pace.edu, or mserena@law.pace.edu).

9. 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.

10. 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 confirmation acceptance or you may lose your place. Once you accept an offered position, you may not drop the course, except in extraordinary circumstances with the permission of the Executive Director of John Jay Legal Services.

NOTE: These procedures do not apply to the Environmental Litigation Clinic or the Federal Judicial Honors Program, which have their own application procedures.