

**Syracuse University College of Law
Office of Clinical Legal Education**

2006-2007 ACADEMIC YEAR

EXTERNSHIP PROGRAM

PLACEMENT DESCRIPTION BOOKLET

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with any questions on the contents of this publication.*

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THE HONORABLE MICHAEL F. McKEON	
Address:	Auburn City Court 153 Genesee Street Auburn, New York 13021
Telephone:	315-253-1570
Placement Supervisors:	Judge McKeon
Email Address:	mmckeon@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> 12 hrs/week average preferred; 8/week average possible if split between 2 work days <u>Summer:</u> Average 21 hrs/ week minimum
Position Requirements:	None
# of Externs in Academic Yr:	Up to 2
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	http://www.nycourts.gov/courts/7jd/Auburn/index.shtml

Auburn City Court is part of the Unified Court System of the State of New York. There is one full time judge who is elected for a ten-year term and one acting judge who is appointed to the position by the City Council. Auburn City Court has jurisdiction over a variety of criminal, traffic and civil cases.

In the criminal part, City Court has jurisdiction for all crimes committed within the City of Auburn. City Court handles violation and misdemeanor offenses from arraignment through final disposition. City Court has felony jurisdiction from arraignment through a preliminary hearing only.

In the civil part, the court has a monetary jurisdiction of up to \$15,000 for cases filed. Landlord/tenant matters must involve property that is located within the City of Auburn; there is no monetary limit on these cases. The small claims and commercial claims monetary jurisdiction is up to \$5,000 and includes countywide jurisdiction. Housing code and zoning violations are also heard in Auburn City Court.

In the traffic part, all traffic offenses committed within the City of Auburn are handled here. These matters may be handled by appearing in person or by mail. Any person that wishes to protest a parking ticket issued within the City of Auburn may do so either by appearing in person or in writing by completing a protest form.

Externship duties will include observing criminal and civil trials, small claim proceedings, landlord/tenant proceedings, traffic court and all other court proceedings, engaging in researching legal issues relevant to City Court and writing draft memoranda, participating in in-chambers conferences with Judge McKeon, and researching and preparing drafts of opinions. In addition, externs will have some involvement in the Auburn Drug and Alcohol Treatment Court and Domestic Violence Court, two specialized courts currently in operation in Auburn City Court.

UNITED STATES ATTORNEY'S OFFICE- BINGHAMTON

Address:	U.S Attorney's Office Federal Building, Suite 304 15 Henry Street Binghamton, NY 13901
Telephone:	607-773-2887
Placement Supervisor:	Kathleen Torres
Email Address:	kathleen.s.torres@usdoj.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only; Student should be in the office 2 days/week
Position Requirements:	None
# of Externs in Academic Yr.:	1
Summer Participation:	Yes, starting the summer of 2007
# of Externs in Summer:	1
Website:	http://www.usdoj.gov/usao/nyn
Special Note:	Students must be US citizens and pass a background investigation before final acceptance into an externship position.

The United States Attorney's Office in the Northern District of New York covers 32 counties within New York State and has offices located in Syracuse, Albany and Binghamton. The Binghamton office consists of 3 Attorneys and 2 support staff, and is focused on Federal Criminal Prosecution.

Externs at the Binghamton office will perform legal research, draft memoranda, observe court proceedings and assist in general with litigation and trial preparation. In order to be considered for the externship position at this office, students must have good academic credentials and demonstrate strong research, writing and analytical abilities.

THE HONORABLE THOMAS J. McAVOY

Address:	United States District Court Northern District of New York 206 Federal Building 15 Henry Street Binghamton, New York 13902
Telephone:	1-607-773-2892
Placement Supervisors:	Marlene Price, Judicial Assistant/ Seth Eisenberg, Law Clerk
Email:	mprice@nynd.uscourts.gov / seth_eisenberg@nynd.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week only <u>Summer:</u> 25-30 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	2-3
Summer Participation:	Yes
# of Externs in Summer:	2-3
Website:	http://www.nynd.uscourts.gov

Judge McAvoy's docket includes both civil and criminal matters. He has two full-time law clerks that assist in researching and writing court decisions. The Courthouse has two courtrooms and a library with complete federal resources and limited New York State resources, WESTLAW, LEXIS, and computers outfitted with WordPerfect software.

Students are selected on the basis of strong research and writing abilities; they are expected to take full responsibility for individual motions assigned to them and to prepare written opinions with the assistance of the Judge's law clerks. Work on motions includes all research and drafting and preparing final memoranda and decisions for publication. Knowledge of the Federal Rules of Civil Procedure and the jurisdiction of the federal courts will prove helpful.

Students begin by working on civil rights cases filed by prisoners and some of the more straightforward habeas corpus petitions. Although students primarily spend their time on research and writing assignments, they are encouraged to observe a variety of court proceedings as part of their learning experience.

Students are expected to establish regular work schedules. A minimum of 10-12 hours per week is required during the academic year. A minimum of 25-30 hours per week is required during the summer.

DISTRICT ATTORNEY'S OFFICE – ONTARIO COUNTY

Address:	Ontario County District Attorney's Office Ontario County Courthouse, 3d Floor 27 North Main Street Canandaigua, NY 14424
Telephone:	585-396-4010
Placement Supervisor(s):	Michael Tantillo, District Attorney
Email Address:	Michael.Tantillo@co.ontario.ny.us
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hours/week OR Average of 12 hours/week <u>Summer:</u> Average of 21 hours/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	1
Summer Participation:	Yes
# of Externs in Summer:	2
Website:	http://www.co.ontario.ny.us/da

The District Attorney is a State Constitutional Officer, elected by the county electorate for a four-year term. As the County's chief law enforcement officer, the District Attorney is responsible for the prosecution of all violations of the law that occur within the county's borders. These prosecutions include felonies, misdemeanors, violations and traffic infractions.

Additionally, the District Attorney is responsible for handling criminal appeals at all levels of state and federal courts. Ancillary responsibilities of the District Attorney include prosecuting forfeiture proceedings, extraditing criminals from outside the state, and working with victims of crime to help them secure the fullest measure of redress allowed by law. Finally, the District Attorney is regularly called upon to advise various law enforcement agencies throughout the county.

Examples of typical experiences externs in this office will have include observing courtroom proceedings, preparing one, two or three appellate briefs, researching matters on which the office is currently working that require quick answers and assisting in case and trial preparation.

DISTRICT ATTORNEY'S OFFICE – OSWEGO COUNTY

Address:	Public Safety Center 39 Churchill Road Oswego, New York 13126
Telephone:	1-315-349-3200
Placement Supervisor(s):	Donald H. Dodd, District Attorney
Email Address:	doddd@oswegocounty.com
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hours/week OR Average of 12 hours/week <u>Summer:</u> Average of 21 hours/week minimum Students must work during business hours.
Position Requirements:	Knowledge of Criminal Law preferred
# of Externs in Academic Yr.:	2
Summer Participation:	Yes
# of Externs in Summer:	2
Website:	http://www.co.oswego.ny.us/da.shtml

The District Attorney's Office is responsible for the prosecution of all crimes committed in Oswego County. The Office prosecutes cases in Oswego County Court as well as two City Courts, 22 Town Courts and three Village Courts.

There is no division of the office into departments or bureaus because of the size of the office. The prosecutors have daily contact with each other. There are four full-time prosecutors in addition to the District Attorney and three part-time prosecutors. The part-time prosecutors' primary responsibility is to prosecute all cases in the local courts. The full-time prosecutors' primary responsibility is to prosecute felonies.

Students will be asked to prepare appellate briefs, conduct research, prepare responses to discovery and other motions, and to become involved in ongoing investigations as the need arises. There will be opportunities to be present at preliminary felony hearings, calendar calls, and trials, always accompanied by the prosecutor handling that particular case.

THE HONORABLE JAMES M. METCALF	
Address:	Oswego City Court Conway Municipal Center 20 West Oneida Street Oswego, NY 13126
Telephone:	315-343-0415
Placement Supervisor(s):	Hon. James M. Metcalf, Oswego City Court Judge, Acting Oswego County Court Judge, Acting Oswego County Family Court Judge Hon. Spencer J. Ludington, Fulton City Court Judge
Email:	jmetcalf@courts.state.ny.us sludingt@courts.state.ny.us
Time Requirements:	<u>Academic Year</u> : 8 hrs/week only. Time to be divided between courts as determined by Judges.
Position Requirements:	Strong legal writing skills, familiarity with Criminal Law & CPLR
# of Externs in Academic Yr.:	1
Summer Participation:	No
Website:	http://www.courts.state.ny.us/courts/5jd/oswego/index.shtml
Special Note:	Students would have the opportunity to work in both Oswego & Fulton.

Externs will assist the Judges with legal research in both criminal and civil court matters and will have the opportunity to draft decisions. Students will also have the opportunity attend criminal and civil court calendars in Fulton & Oswego City Courts, attend Oswego County Drug Court and attend Oswego County Family Court.

PRISONERS' LEGAL SERVICES OF NEW YORK	
Address:	Betsy Hutchings Managing Attorney Prisoners' Legal Services of New York 102 Prospect Street Ithaca, New York 14850
Telephone:	607-273-2283
Placement Supervisor:	Betsy Hutchings
Email Address:	bhutchings@plsny.org
Time Requirements:	<u>Academic Year:</u> 12 hrs/week average preferred; 8/week average possible if split between 2 work days
Position Requirements:	An interest in public interest law and social justice
# of Externs in Academic Yr.:	1
Summer Participation:	Not until Summer 2007
Website:	Under construction

This externship is designed to give the extern practical experience working in a public interest legal services program committed to providing high quality legal services to inmates in the custody of New York State Department of Correctional Services. Externs will be exposed to a range of activities including client interviews, intake, case investigation, legal research and analysis, and advocacy.

Prisoners' Legal Services is a state wide legal services program with regional offices in Ithaca, Buffalo, Plattsburgh and Albany and a Mental Health Unit. PLS assists inmates with problems relating to guard brutality, conditions of confinement, disciplinary hearings, mental health care, medical care, sentence computation and jail time. PLS attorneys engage in administrative advocacy and representation in individual lawsuits and impact litigation. The Ithaca Office provides legal services primarily to inmates in four maximum security prison and one maxi-max prison that are located within a one hour drive of the office. The office is staffed by three attorneys, a paralegal, and a secretary. Also on site are the organization's Central Office and Mental Health Unit.

Depending on the needs of the office, externs will have the opportunity to respond to requests for assistance, investigate claims relating to guard brutality, improper or inadequate mental health care and medical care, review disciplinary hearing records and research the applicable law, interview inmates, and assist attorneys with state and federal litigation by researching legal issues, reviewing documents and writing memoranda. Externs will have the opportunity to observe case meetings and attend court proceedings or depositions that may be scheduled.

The externship provides an excellent opportunity for students who are considering a career in public interest law to experience the rewards and challenges of this type of practice.

UNITED STATES ATTORNEY'S OFFICE

Address:	U.S. Attorney's Office- Western District of New York United States Courthouse 100 State Street Rochester, NY 14614
Telephone:	585-263-6760
Placement Supervisor:	Tiffany H. Lee, Assistant U.S. Attorney
Email Address:	Tiffany.Lee@usdoj.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only <u>Summer:</u> 40 hrs/week
Position Requirements:	Criminal Law, Evidence, and Torts preferred
# of Externs in Academic Yr.:	About 3
Summer Participation:	Yes, starting the summer of 2007
# of Externs in Summer:	About 3
Website:	http://www.usdoj.gov/usao/nyw
Special Note:	In addition to applying for the Externship Program, you must also apply directly to the U.S. Attorney's Office. The deadline for submission of your application materials is February 28, 2006. Students must pass a background investigation before final acceptance into an externship position.

The United States Attorney's Office for the Western District of New York is a branch of the U.S. Department of Justice and covers 17 counties in upstate New York. We have offices in Buffalo and Rochester, with a total of approximately 50 attorneys and over 20 support staff. The Rochester office has 12 attorneys. Areas of litigation include both civil and criminal practice, covering white collar and violent crime, organized crime, narcotics, gun crimes (Project Exile), civil defense of government agencies, and affirmative civil enforcement.

The Assistant United States Attorneys come from a variety of backgrounds focused on litigation, including private practice, district attorney's offices, and judicial clerkships. Our support staff includes secretaries and paralegals. Our investigations are performed by federal law enforcement agencies such as the Federal Bureau of Investigation and Internal Revenue Service. We also work, mainly in civil cases, with Counsel's Offices for various agencies.

Students are assigned to perform legal research, writing, trial assistance, and other work as needed. The Rochester office does not have an assignment system where a student is assigned to a specific attorney for the duration of the externship. Instead, we are looking for self-motivated students who will make themselves available to attorneys in need of assistance. Students spend most of their time performing both computerized and hard copy research. Students may be involved in witness preparation, the writing of trial memoranda, jury instructions, and other documents, and assisting at the trial itself. Students are encouraged to observe trials, motions, and other proceedings generally.

The Western District of New York's local rules permit students to appear at court proceedings (under the supervision of an Assistant United States Attorney) on behalf of the United States. So long as the student has completed one year of law school, students may have the opportunity to argue criminal and or civil motions before a district court judge, appear at status proceedings on behalf of the United States and conduct plea colloquies.

NEW YORK STATE COMMISSION ON JUDICIAL CONDUCT	
Address:	400 Andrews Street Rochester, NY 14604
Telephone:	585-232-5756
Placement Supervisor:	John J. Postel, Chief Attorney
Email:	postel@scjc.state.ny.us
Time Requirements:	<u>Academic Year:</u> Either Average of 12 hrs/week OR Average of 8 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	3
Summer Participation:	Yes
# of Externs in Summer:	3
Website:	http://www.scjc.state.ny.us/

The New York State Commission on Judicial Conduct is the disciplinary agency designated by the State Constitution to review and investigate complaints of misconduct against judges of the State Unified Court System, which includes approximately 3,300 judges and justices. The Commission's objective is to enforce high standards of conduct for judges.

Externs will assist in analyzing case investigations, interview witnesses, obtain and review documentary evidence, discuss and clarify complaints and evidence with complainants, and assist attorneys in preparing witnesses for trial. Externs are assigned to assist state investigators, prepare investigative case finds and prepare matters for formal adversarial proceedings. Externs will spend some time writing legal briefs. This is a hands-on experience; you should have an interest in dealing with people.

THE HONORABLE THOMAS A. STANDER

Address:	New York State Supreme Court Hall of Justice Room 400 Rochester, New York 14614
Telephone:	1-585-428-2082
Placement Supervisors:	Sherry Vile
Email:	svile@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Preference is one day/week, so average of 8 hrs/week is preferred. <u>Summer:</u> 30-35 hours per week
Position Requirements:	Second or third year students who rank in the top 1/3 of their class
# of Externs in Academic Yr.:	1
Summer Participation:	Yes, for students who have completed their second year and meet the Position Requirements
# of Externs in Summer:	1
Website:	http://www.courts.state.ny.us/courts/7jd/monroe/index.shtml

The externship is for a second or third year student and requires the student to be in Rochester approximately one day a week. During this time, depending on the student's ability, the extern will primarily assist my law clerk in dealing with attorneys by phone and by correspondence, do initial research, and eventually perhaps write memorandum decisions for special term. The externship is a very flexible program designed by my law clerk and I to fit the needs of the student as well as the needs of the Court. We are very mindful that this is an educational experience and as part of the externship ask the extern to observe both criminal and civil cases. It is helpful, though not required, that the student spend any additional time he or she may have during the school holiday to learn more about Court.

The summer externship program is generally for a student who has completed the second year of law school. It is basically the same as the academic year position but the advancement of the student is usually such that substantial legal research and writing is assigned to the extern throughout the summer. In the past, we have had the summer extern spend one week with the District Attorney's and/or Public Defender's Office. In addition, we set up observations throughout the Courthouse of different Judges and various legal proceedings.

THE LEGAL AID SOCIETY OF ROCHESTER	
Address:	1 West Main Street, Suite 800 Rochester, NY 14614
Telephone:	1-585-232-4090
Placement Supervisor:	Kathleen James, Director of Operations
Email:	kjames@lasroc.org
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week preferred; Average 8/week possible if split between 2 work days <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	Students must have completed 1 year of Law School
# of Externs in Academic Yr.:	Up to 5
Summer Participation:	Yes
# of Externs in Summer:	Up to 5
Website:	http://www.lasroc.org

The Family Law Unit: Child Support Program provides legal representation in Supreme Court matrimonial actions and in Family Court Support Petitions, for qualified applicants. Responsibilities of the student would include researching domestic relations case law; interviewing clients; computer entry; preparing pleadings, orders, affidavits and Judgments of Divorce. The **Domestic Violence Program** provides legal representation in Family Court for victims of domestic violence who need Orders of Protection and also handles cases of divorce when there has been a history of violence between partners. Responsibilities of the student would include supervised court representation of victims of domestic violence; researching domestic violence/domestic relations case law; interviewing clients in domestic violence family court cases and divorce; assisting with the Program's Court Advocacy Program, which is a collaborative with the local shelter; assisting with the Program's evaluation of impact on clients; opening divorce cases (i.e., conducting initial interview and preparing basic pleadings).

The **Immigration Program** provides legal representation and technical assistance in immigration-related matters to persons residing in Western New York. Representation would include cases involving deportation/exclusion, asylum, permanent residence, meritorious appeals, extension of immigration status and work authorization. Responsibilities of the student would include interviewing clients; preparing INS applications and other documents; performing legal research and factual research; preparing community legal education materials; and, if bilingual, translating for clients at hearings, interviews, etc.

The **Housing Unit: Tenant Advocacy Program** provides legal representation to qualified tenants who are subject to eviction in Rochester City Court. The Program also provides information and referrals to ineligible applicants and tenants who are not facing eviction. **Home Owners Initiative:** provides representation to qualified clients who are facing bankruptcy. **Owner Tenant Mediation:** provides mediation between landlord and tenant to prevent eviction from residence. Responsibilities of the student would include assisting in the coordination of a pro-bono Housing Program providing comprehensive eviction defense work; interviewing clients; conducting investigations; and assisting with housing mediations and bankruptcy.

Law Guardian Program provides legal representation to children who are involved in proceedings before the Monroe County Family Court. The child may be the respondent in a Person In Need Of Supervision or Juvenile Delinquency matter. The child may also be the subject of a child abuse, neglect, custody, visitation or foster care petition. The Law Guardian is appointed only by an order of a Family Court Judge. Responsibilities of the student would include assisting the attorney staff with interviewing clients; conducting investigations; and assisting with court.

Students in the Family Law Unit and the Housing Unit will have a practice order and a small caseload.

**FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF NEW YORK**

Address:	28 East Main Street First Federal Plaza, Suite 400 Rochester, NY 14614
Telephone:	585-263-6201
Placement Supervisor:	Robert Smith, Assistant Defender
Email:	robert_smith@fd.org
Time Requirements:	<u>Academic Year:</u> <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	1-3
Summer Participation:	Yes
# of Externs in Summer:	1-3
Website:	http://www.frontiernet.net/~fpdnywro/index.shtml

The Federal Public Defender's Office represents indigents charged with federal offenses in federal court. The office also represents individuals who have received target letters from the U.S. Attorney's Office and witnesses in federal cases who request counsel. The Rochester Office is staffed by three attorneys, a research and writing specialist, an investigator, an investigator/paralegal, a computer services administrator and an office manager.

The responsibilities of the student extern would be to assist the attorneys in representing our clients. We have clients with cases at all stages of litigation including: arraignment, motions, hearings, trial, sentencing and appeals. The responsibilities would include researching various issues that arise in federal cases, writing memorandums for the attorneys, and attending court.

UNITED STATES ATTORNEY'S OFFICE- Syracuse

Address:	U.S. Department of Justice, Northern District of New York P. O. Box 7198, 100 South Clinton Street Syracuse, New York 13261-7198
Telephone:	315-448-0672
Placement Supervisor:	Charles E. Roberts, Assistant U.S. Attorney
Email Address:	charles.roberts@usdoj.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only <u>Summer:</u> 40 hrs/week
Position Requirements:	Criminal Law, Evidence, and Torts preferred
# of Externs in Academic Yr.:	About 8
Summer Participation:	Yes
# of Externs in Summer:	About 3
Website:	http://www.usdoj.gov/usao/nyn
Special Note:	In addition to applying for the Externship Program, you must also apply directly to the U.S. Attorney's Office. In 2006, the deadline for submission of materials for consideration by the U.S. Attorney's Office is January 26 th . The deadline for your Externship Program application is March 10 th . Students must pass a background investigation before final acceptance into an externship position.

The United States Attorney's Office for the Northern District of New York is a branch of the U.S. Department of Justice and covers 32 counties in upstate New York. We have offices in Syracuse, Albany, and Binghamton, with a total of approximately 40 attorneys and 46 support staff. The Syracuse office has 20 attorneys. Areas of litigation include both civil and criminal practice, covering white collar and violent crime, organized crime, civil defense of government agencies, and affirmative civil enforcement.

The Assistant United States Attorneys come from a variety of backgrounds focused on litigation, including private practice, district attorney's offices, and judicial clerkships. Our support staff includes secretaries and paralegals. Our investigations are performed by federal law enforcement agencies such as the Federal Bureau of Investigation and Internal Revenue Service. We also work, mainly in civil cases, with Counsel's Offices for various agencies such as the U.S. Customs Service.

Students are assigned to individual attorneys to perform legal research, writing, trial assistance, and other work as needed. During the summer, one student will typically be assigned to two attorneys; during the school year, one student will typically be assigned to one attorney. Students spend most of their time performing both computerized and hard copy research in the library. Students whose attorneys are conducting trials may be involved in witness preparation, the writing of trial memoranda, jury instructions, and other documents, and assisting at the trial itself. Students are encouraged (with the permission of their attorneys) to observe trials, motions, and other proceedings generally.

During each summer, we hold periodic luncheons for our students. Speakers include attorneys both in and outside of this office, case agents, and others. Topics have included cross-examination, prosecutorial discretion, how to get a job, videotapes of portions of the William Kennedy Smith trial, working with investigators, writing, and ethics. The luncheons provide a chance for students to learn more about the office and the specialties or interest of individual attorneys.

NEW YORK STATE ATTORNEY GENERAL'S OFFICE	
Address:	615 Erie Boulevard West Suite 102 Syracuse, New York 13204
Telephone:	315-448-4800
Placement Supervisor:	Edward F. McArdle, Assistant Attorney General
Email Address:	Edward.McArdle@oag.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only; 3 days in office preferred <u>Summer:</u> Average of 25 hours/week
Position Requirements:	None
# of Externs in Academic Yr.:	Up to 6
Summer Participation:	Yes
# of Externs in Summer:	Up to 4 (It is preferred that students continue into the next Academic Year.)
Website:	http://www.oag.state.ny.us/tour/tour.html
Special Note:	Students will be required to pass a background investigation before final acceptance into an externship position.

ELIOT SPITZER, New York Attorney General, offers multiple opportunities for externships in his Syracuse Regional Office.

The Syracuse office of the Attorney General handles a wide range of civil law and public advocacy litigation for the State of New York and its employees, covering an area that extends to the Canadian border and encompasses 16 counties.

As described below, the Attorney General offers the following types of externship opportunities in his Syracuse office.

1. Defensive Litigation

The Attorney General is responsible for defending the State and its agencies when they are sued. These lawsuits are often tort lawsuits, in some cases involving novel theories of liability, which seek to find the State liable at least in part for injuries sustained by claimants. Examples of claims include medical malpractice, false arrest, defective highway design, premises liability and motor vehicle accident cases. The State does not freely settle claims, resulting in opportunities for students to support and observe cases from inception to trial. Cases are brought against the State and its employees in both State and Federal courts.

In addition to defending the State in tort and contract litigation, the Attorney General also answers petitions brought against State agencies seeking to overturn decisions made by State agencies in administrative hearings and other proceedings. These cases include objections to actions taken by State agencies charged with performing various governmental duties, including issuing and revoking licenses and paying benefits from governmental programs. These cases can raise challenges to state laws, regulations and policies.

2. Prisoner Litigation

Another large portion of the Attorney General's work involves defending the State in prisoner litigation. This includes claims for personal injury brought by unrepresented inmates, Article 78 petitions seeking to overturn additional punishments based on bad behavior, and writs of habeas corpus seeking release from incarceration. Students are often given more opportunity to prepare legal pleadings and to take hands-on control of these cases as compared to other types of cases.

Students will be required to provide support in answering pro se inmates complaints, petitions and writs. There is an opportunity for third year students to appear as attorneys in these cases under a Practice Order.

3. Consumer Advocacy

The Attorney General also has independent jurisdiction to advocate for consumers aggrieved by deceptive business practices and illegality. The Syracuse office has one Assistant Attorney General and a staff devoted to consumer issues. Law student externs will be required to work with consumers and may be required to assist in investigating complaints and to prepare affidavits for consumer signature.

4. Health Law Advocacy and Litigation

The Attorney General also offers opportunities interested in health law litigation and health law policy issues. This includes patient advocacy, defense of state agencies, medical malpractice litigation, involuntary mental health treatment and retention proceedings, charitable issues, and issues related to guardianships, health care proxies and end-of-life treatment decision making.

Students work under the supervision of an Assistant Attorney General. An effort is made to offer students to attend trials and motion arguments and to observe pre-trial litigation practice. Preference is given to students who combine a summer and academic year externship.

Students who are selected are required to undergo and pass a background investigation before final acceptance into an externship position.

NEW YORK STATE ATTORNEY GENERAL'S OFFICE
Civil Recoveries Bureau

Address:	4697 Crossroads Park Drive Liverpool, New York 13088
Telephone:	315-464-8309
Placement Supervisor:	Ann Marie Buerkle, Assistant Attorney General
Email Address:	AnnMarie.Buerkle@oag.state.ny.us
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	2
Summer Participation:	Yes
# of Summer Externs:	2
Website:	Not available.

This office of the New York State Attorney General works closely with University Hospital of the State University of New York on a variety of cutting edge financial and health care issues.

This is a unique externship because the office is located on-site at the Fiscal Services Division of University Hospital. The Hospital is our only client. University Hospital is the only academic medical center in the Syracuse area and one of a small number of university hospitals in the country. It provides state-of-the-art hospital services, teaching, and medical research. Further, changes in the delivery and financing of health care continually challenge the Hospital and this office to respond. The extern will be exposed to complex legal issues in an environment that will require multi-disciplinary skills as well as good legal research, analysis, and writing skills.

The following are some of the duties of this office: reviewing unpaid hospital bills for collection or litigation against insurance companies or patients; protecting the Hospital's financial interests in personal injury actions, estates, and bankruptcy; working with the Hospital to improve its billing processes and to prevent account receivables; working with the Hospital to assure safe discharge of patients; providing support to the Hospital on contracts with managed care organizations; assisting the Hospital in creating procedures that comply with its managed care contracts; identifying health care, consumer, elderly, and financial issues, trends, court decisions and legislation; and providing general legal support to the Hospital and to the Attorney General on health law issues, as needed. We do not handle medical malpractice defense, which is handled by the Attorney General Regional Office, nor are we the Hospital's in-house counsel, but we do provide assistance to each as well as to other divisions of the Attorney General as part of the duties set forth above.

Externs who select this placement will work closely with the two attorneys on-site on research assignments, will draft motions and pleadings, will have the opportunity to attend meetings with Hospital management staff, and will see the inner workings of a university teaching hospital from a financial and legal perspective.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)	
Address:	Region 7 Headquarters 615 Erie Boulevard West Syracuse, New York 13204-2400
Telephone:	315-426-7405
Placement Supervisor:	Jennifer L. Powell, Assistant Regional Attorney
Email:	jxpowell@gw.dec.state.ny.us
Time Requirements:	<u>Academic Year:</u> Either Average 12 hrs/week OR Average 8 hrs/week
Position Requirements:	None
# of Externs in Academic Yr.:	1
Summer Participation:	No
Website:	http://www.dec.state.ny.us/website/reg7

Externs who have been selected have started out by reviewing existing files. After reviewing the files, the extern discusses with the project attorney the status of the file and what needs to be done next. The next stop might include contacting technical staff, drafting a letter, consent order, or pleadings to be directed to a respondent, or telephoning the respondent or his or her attorney. Externs are involved in internal discussions between lawyers and technical staff and assist in face-to-face negotiations with respondents and their attorneys. Externs can go to affected sites and facilities for inspections involved in negotiations or hearings.

While the largest percentage of our legal work in the Regional Office involves the practice of administrative law, our attorneys also deal with some criminal cases in local justice courts. We also recommend the prosecution of more serious criminal environmental offenses and work cooperatively with the District Attorney, State Attorney General, or U. S. Attorney in the prosecution of those matters. We also act as liaison to the State Attorney General's Office when administrative orders are referred to that agency for judicial enforcement. Externs are involved where appropriate in those discussions.

Externs spend little time in the law library writing classic legal briefs or memoranda of law. The bulk of their work is hands on with particular matters. An extern's involvement on a new case would be from start to finish to the extent practical with his or her schedule. Externs have found the experience legally rewarding.

When externs are accepted, they are advised of their ethical responsibilities in relation to their efforts in this Office. Over time we try to inculcate not just strong ethical standards, but also a reasonable balance of prosecutorial judgment in our effort not just to enforce the law but also to achieve justice.

DISTRICT ATTORNEY'S OFFICE- SYRACUSE	
Address:	505 South State Street 4 th Floor Syracuse, New York 13202
Telephone:	435-2470
Placement Supervisor(s):	James P. Maxwell, Chief Assistant District Attorney
Email Address:	James.maxwell@ongov.net
Time Requirements:	<u>Academic Year:</u> Average of 12 hours/week only <u>Summer:</u> Average of 21 hours/week minimum Students must work during business hours.
Position Requirements:	Courses related to Criminal Law & Evidence preferred
# of Externs in Academic Yr.:	Up to 3
Summer Participation:	Yes
# of Externs in Summer:	1 (Student must continue into the next Academic Year)
Website:	http://www.ongov.net/DA/index.html

The District Attorney's Office is responsible for the prosecution of crimes committed in Onondaga County including the City of Syracuse, as well as surrounding towns and villages. Police agencies that present cases for prosecution include the City of Syracuse Police Department, the Onondaga County Sheriff's Department, the New York State Police, the Central New York Regional Drug Task Force, and town and village police departments throughout the County. Cases prosecuted by the Office run from traffic tickets to shoplifting to burglary to homicide.

The Office of the District Attorney is located on the fourth floor of the Criminal Courts Building in downtown Syracuse.

The District Attorney's Office is divided into bureaus consisting of the Municipal Courts Bureau, the DWI Bureau, the Special Victims Bureau, the Felony Trial Bureau, the Narcotics Bureau, the Grand Jury Bureau, the White Collar Bureau, and the Law and Appeals Bureau.

The placement at the District Attorney's Office will usually consist of assignments over the course of the two semester academic year consisting of 14 weeks each semester and possibly over the course of the 8-week summer session. Students are assigned primarily to the Law and Appeals Bureau, with occasional assignments involving the other bureaus in the Office. Assignment to the Law and Appeals Bureau will typically consist of the experience of drafting appellate briefs, responses to post conviction motions, and other legal research projects.

COUNTY ATTORNEY'S OFFICE	
Address:	John H. Mulroy Civic Center 421 Montgomery Street, 10 th Floor Syracuse, New York 13202
Telephone:	315-435-2170
Placement Supervisor(s):	Daniel C. Robb, Administrative Officer
Email Address:	drobb@ongov.net
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	3-4
Summer Participation:	Yes
# of Externs in Summer:	3-4
Website:	http://www.ongov.net/Law
Special Note:	The County Attorney's office pays for parking for externs. For day-to-day office operations, dress is business casual.

THE LITIGATION UNIT handles all cases involving the County and its departments in Federal Court, Supreme Court and Small Claims Court. Typically, the County is a defendant in matters involving accidents on County roads or property, false arrest, malicious prosecution, and general negligence matters. In some matters concerning construction or contracts, the County is the Plaintiff. The attorneys handle each case from start to finish, from drafting of the pleadings, discovery, trial preparation, supervising the investigation and trial to appellate work.

THE MUNICIPAL LAW UNIT: There are approximately ten attorneys in the office functioning as legal counsel to each county department. These attorneys render legal opinions as needed, draft and approve contracts, counsel the legislature and its committees, draft legislation, and assist the County Attorney in his role as legal advisor to the County. Some attorneys in the unit represent the County in administrative proceedings. The attorneys in this unit function similarly to corporate attorneys, since the County is a municipal corporation.

Externs in the Litigation and Municipal Law Units conduct extensive legal research and assist attorneys in drafting pleadings, legal opinions, discovery and appeals.

FAMILY COURT UNIT: The seven attorneys and three paralegals in this unit handle all Family Court matters in which the Department of Social Services is a party. These matters include child support, child abuse and neglect, termination of parental rights, and, as presentment agency, juvenile delinquency matters and matters concerning persons in need of supervision. Five attorneys within the unit are assigned to practice full-time before a Judge. The others appear in the special, part-time parts of Family Court, and assist in the training of the Department of Social Services staff. Each attorney does his/her own appellate work and trial preparation.

Externs in the Family Court Unit assist in all phases of a proceeding from legal research, client consultation and witness preparation as well as the observation of court appearances and trials.

**OFFICE OF CORPORATION COUNSEL
CITY OF SYRACUSE**

Address:	Department of Law 300 City Hall Syracuse, New York 13202
Telephone:	315-448-8400
Placement Supervisor:	Ramona Rabeler & Catherine Carnrike
Email:	rrabeler@ci.syracuse.ny.us ccarnrike@ci.syracuse.ny.us
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week preferred; Would consider Average 8 hrs/week <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	3-5
Summer Participation:	Yes
# of Externs in Summer:	2-4
Website:	http://www.syracuse.ny.us/deptLaw.asp

The City of Syracuse's Law Department (also known as the Corporation Counsel's Office) represents the City as well as its agencies and departments and the Syracuse City School District in a variety of matters comparable to those handled by a major law firm. Due to the growth in both number and variety of legal matters handled, a unit system has been developed for the office. A potential extern should identify a unit or units that handle areas in which he or she would like to gain experience.

The Housing Unit enforces the City's Housing Code and works with various City Departments to improve the City's housing stock. The Tax Certiorari Unit handles all tax certiorari proceedings including assessment procedures and small claims and advises the Assessment Department and Common Council on all real property tax matters. An Environmental Unit handles issues that arise in the areas of solid waste, public power, and asbestos. The Litigation Unit represents the City's interest in litigation in areas including torts, contracts, and civil rights. It also handles workers compensation, labor grievance and human rights cases and processes freedom of information requests. The Real Estate Unit represents the City's interest in various development projects. This Unit also does all closing work required by the City and the Syracuse Urban Renewal Agency and assists the Syracuse Industrial Development Agency. Finally, an attorney is assigned to advise the Common Council and to represent the City before the Board of Zoning Appeals and the Planning Commission.

Externship work in a specific Unit may not be available at all times. The majority of assignments are generated by the Litigation and Housing Units.

THE HONORABLE BRIAN F. DEJOSEPH

Address:	Onondaga County Supreme Court Dedicated Matrimonial Part 8 th Floor, Hughes State Office Building 333 East Washington Street Syracuse, NY 13202
Telephone:	315-428-3215
Placement Supervisor:	Judge DeJoseph Jack Brandt, Law Clerk
Email Address:	bdejoses@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 8 hrs/week OR Average of 12 hrs/week possible. <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	1
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	http://www.courts.state.ny.us/5jd/onondaga.html

Judge DeJoseph presides in the Dedicated Matrimonial Part in NYS Supreme Court. Typical tasks include legal research and writing; reviewing motions and preparing bench memoranda for the court; drafting decisions; performing research on evidentiary and other legal issues; observing trials, motion calendars and court conferences.

It is anticipated that in summer 2006 Judge DeJoseph will also be assigned to the general civil trial part for a period of 4 weeks handling other types of civil matters such as negligence, malpractice, contracts, corporations etc.

Externs are expected to establish a regular work schedule, dress appropriately and conduct themselves in a professional manner. In turn, we will provide supervision, instruction and mentorship. All students are welcome to apply, however students with a background and interest in Family Law are preferred.

THE HONORABLE MICHAEL L. HANUSZCZAK

Address:	Onondaga County Family Court – Part One Onondaga County Court House 401 Montgomery Street Syracuse, New York 13202
Telephone:	315-671-2010
Placement Supervisor:	Judge Hanuszczyk
Email:	mhanuszc@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	Interest in family law
# of Externs in Academic Yr:	1
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	http://www.courts.state.ny.us/5jd/onondaga.html

This externship is designed to give the extern experience in the area of family law and the practical skills as to how an attorney should proceed in a contested court proceeding.

Family Court's jurisdiction includes child neglect and abuse matters; child custody, visitation and support matters; paternity proceedings; domestic violence matters; adoptions; juvenile delinquency and Persons in Need of Supervision cases, as well as proceedings to terminate parental rights.

Externs will be responsible for researching various family law issues and writing memoranda. Externs will have the opportunity to extensively observe court proceedings including trials, hearings, and settlement negotiations.

THE HONORABLE BRYAN R. HEDGES

Address:	Onondaga County Family Court Acting Supreme Court Justice Onondaga County Court House 401 Montgomery Street Syracuse, New York 13202
Telephone:	315-671-2040
Placement Supervisor:	William F. Dowling
Email Address:	wdowling@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week preferred; Average 8/week possible if split between 2 work days <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	Up to 2 (preferably one 2L and one 3L)
Summer Participation:	Yes
# of Externs in Summer:	1 (Student must continue into the next Academic Year)
Website:	http://www.courts.state.ny.us/5jd/onondaga.html

This externship is designed to give the extern practical experience in the area of family law, writing for publication, and the practical skills of regarding how an attorney should proceed in a contested court proceeding.

Externs will be responsible for researching law on various family law and other Supreme Court civil legal issues, writing memorandums, and assisting with writing judicial opinions. Externs will have the opportunity to observe various court proceedings including trials, hearings, and settlement negotiations.

Family Court handles child neglect and abuse matters; child custody, visitation and support; paternity proceedings; domestic violence matters; adoptions; juvenile delinquency and Person In Need of Supervision (PINS) proceedings; proceedings to terminate parental rights (TPR's); and foster care review matters.

Judge Hedges' Supreme Court assignments range from matrimonial cases to malpractice litigation as well as trials. Externs will participate in every step of the process, supervised by William F. Dowling, Esq., who is the Court Attorney to Judge Hedges.

Externs will be given a wide range of duties, as the court views the externship program as a valuable learning tool for the law student and a fine opportunity to gain invaluable legal experience.

THE HONORABLE DEBORAH KARALUNAS	
Address:	Onondaga County Supreme Court Onondaga County Courthouse 401 Montgomery Street Syracuse, NY 13202
Telephone:	315-671-1106
Placement Supervisor(s):	Hon. Deborah Karalunas & Tania Anderson, Law Clerk
Email:	tanderso@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week only.
Position Requirements:	No specific course requirements. Strong research and writing skills required.
# of Externs in Academic Yr.:	1
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	http://www.courts.state.ny.us/courts/5jd/onondaga/index.shtml

Office is trial court chambers comprised of judge, law clerk and secretary. Typical tasks include research and writing; drafting bench memoranda for court on motions; performing discrete research projects on trial evidentiary and other legal issues; observing trials, motion calendars and court conferences; processing mortgage foreclosure files.

U.S. MAGISTRATE JUDGE GEORGE H. LOWE

Address:	United States Courthouse 100 S. Clinton Street P.O. Box 7346 Syracuse, New York 13261
Telephone:	315-234-8610
Placement Supervisor:	Lily Lok and Michael Langan, Law Clerks
Email:	Lily_Lok@nynd.uscourts.gov Michael_Langan@nynd.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only
Position Requirements:	None
# of Externs in Academic Yr.:	1
Summer Participation:	No
Website:	http://www.nynd.uscourts.gov

Externs participate in a wide variety of judicial tasks, including research and preparation of draft reports and recommendations and/or orders on: dispositive motions in civil rights matters, civil discovery motions, various criminal matters, petitions for a writ of habeas corpus, and Social Security matters. Externs may also have the opportunity to observe various civil and criminal proceedings, as well as telephone and settlement conferences.

Externs are expected to establish regular work schedules. A minimum of 12 hours per week is required during the academic year.

THE HONORABLE JAMES P. MURPHY

Address:	Onondaga County Courthouse 401 Montgomery Street Syracuse, NY 13202
Telephone:	315-671-1137
Placement Supervisor:	John G. Stone, Esq., Principal Law Clerk
Email:	jstone@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only
Position Requirements:	Second or Third year student
# of Externs in Academic Yr.:	1
Summer Participation:	No
Website:	http://www.courts.state.ny.us/courts/5jd/onondaga/index.shtml
Special Note:	Student must have his/her own laptop computer to use in the office.

Judge Murphy handles all civil matters including labor, personal injury and all negligence actions, medical malpractice, contract suits, real property, corporations etc. Externship students will have the opportunity to perform a variety of tasks including research and writing, reviewing motions before the court, helping to draft jury charges and verdict questions, and Decisions. Our office does not have any extra computer work stations, so it is important that the extern have a lap top computer and is able to type their own work.

U.S. MAGISTRATE JUDGE DAVID E. PEEBLES

U.S. MAGISTRATE JUDGE DAVID E. PEEBLES	
Address:	United States District Court Northern District of New York P. O. Box 7345 100 South Clinton Street Syracuse, New York 13261-7345
Telephone:	315-234-8620
Placement Supervisor:	Judge Peebles
Email:	dpeebles@nynd.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week
Position Requirements:	Constitutional Law and Civil Procedure preferred
# of Externs in Academic Yr:	Up to 2
Summer Participation:	No
Website:	http://www.nynd.uscourts.gov

Externs participate in a wide variety of judicial tasks, including the preparation of draft reports and recommendations on dispositive motions which may be published in the Federal Supplement upon finalization; bench memoranda in preparation for trials and oral arguments on motions; and instructions to the jury in civil matters. Externs also observe civil and criminal proceedings. The opportunity to earn valuable experience is only limited by a particular student's ability and enthusiasm.

THE HONORABLE FREDERICK J. SCULLIN, JR.

Address:	United States District Court Northern District of New York P. O. Box 7255 100 South Clinton Street Syracuse, New York 13261-7255
Telephone:	315-234-8560
Placement Supervisor:	Debbie Moore, Senior Law Associate
Email:	Debbie_Moore@nynd.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only
Position Requirements:	None
# of Externs in Academic Yr.:	Up to 2
Summer Participation:	No
Website:	http://www.nynd.uscourts.gov

Placement in a United States District Judge's chambers will expose an extern to a broad variety of federal criminal and civil cases in every stage of the litigation process. Although this may sound very exciting, it is also very demanding. We expect our externs to be diligent and motivated and to have the ability to provide us with a quality work product. In turn, we will provide our externs with one-on-one supervision, instruction and mentorship as well as an invaluable exposure to the workings of a judge's chambers and judicial decision-making.

An extern's responsibilities can be divided into two general categories: (1) conducting legal research and drafting memoranda under the supervision of the Judge's Senior Law Associate for the Judge's review and (2) courtroom observation. The projects that we assign to the externs will be challenging and will invariably involve many constitutional and federal legal issues arising out of the more than 600 civil and criminal cases presently pending before Judge Scullin.

We welcome all law students to apply for this position. We prefer students with strong writing and research abilities and above-average grades; however, we also look for externs who are "well-rounded" and possess life experience, good judgment, enthusiasm, and integrity.

FRANK H. HISCOCK LEGAL AID SOCIETY	
Address:	351 South Warren Street Syracuse, New York 13202-2057
Telephone:	315-422-8191
Placement Supervisor:	Susan R. Horn, Executive Attorney
Email:	srhorn@wnylc.com
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week preferred; Average of 8 hrs/week may be possible <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	Up to 7
Summer Participation:	Yes
# of Externs in Summer:	Up to 5
Website:	http://www.hiscocklegalaid.org

The Frank H. Hiscock Legal Aid Society is a private, not-for-profit corporation which has provided free legal assistance to indigent residents of Onondaga County since 1949. The Society handles mandated representation for adults in Onondaga County Family Court, including custody/visitation, neglect/abuse, termination of parental rights, family offense, paternity and support violation cases. Our Civil Program provides full representation in three areas of law - Housing, with an emphasis on issues of substandard housing and the prevention of homelessness; Domestic Relations, with a special project for victims of domestic violence; and Unemployment; as well as limited representation in certain Immigration cases. The Civil Program also provides advice and referral in a wide range of civil matters, particularly economic issues. Our Appeals Program provides representation in Felony, Misdemeanor and Family Court appeals to the Fourth Department and the Court of Appeals. In addition, the Society represents all indigent persons in Parole Revocation and Extradition cases.

The Society has 20 attorneys and six law assistants on staff. Externs can have the opportunity to work in all program areas or can be assigned to work exclusively in one program. Each Extern will be assigned to one attorney to act as a mentor. Extern responsibilities will include research and writing, drafting briefs, memoranda and other legal documents, assisting attorneys in the preparation of cases for trial, interviewing clients and witnesses, and assisting attorneys in Court and administrative proceedings. Externs will have regular, daily contact with their mentors and with the attorneys in the program(s) to which they are assigned.

LEGAL AID SOCIETY OF MID-NEW YORK

Address:	472 South Salina Street Suite 300 - B Syracuse, New York 13202
Telephone:	315-475-3127
Placement Supervisor:	Daniel B. Altwarg, Esq.
Email:	daltwarg@wnylc.com
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week preferred; Would consider Average of 8 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	Up to 4
Summer Participation:	Yes
# of Externs in Summer:	Up to 4
Website:	http://www.lasmny.org

Legal Aid Society of Mid-New York is a not-for-profit law firm specializing in poverty and public interest civil law in Onondaga and surrounding counties. LASMNY provides representation in the areas of welfare, elder, housing, disability (SSI) and family law. We provide assistance to families and individuals who would otherwise be denied legal protection because they cannot afford a lawyer.

Externship students will assist attorneys in the representation of clients including client interviews, legal and factual analysis, research, and drafting. In addition, students may accompany attorneys to administrative and judicial proceedings and in some circumstances make appearances to argue motions and other matters in the above forums.

Although our Syracuse office opened in 2004, LASMNY has operated with primary offices in Utica, New York since the 1950's. Through an organizational reconfiguration, LASMNY Syracuse shares office space with Legal Services of Central New York (LSCNY), took over most of the core legal services work previously done by LSCNY, and is staffed by former LSCNY employees.

LEGAL SERVICES OF CENTRAL NEW YORK

Address:	472 South Salina Street Suite 300 Syracuse, New York 13202
Telephone:	315-475-3127
Placement Supervisor:	Dennis A. Kaufman, Executive Director
Email:	dkaufman@wnylc.com
Time Requirements:	<u>Academic Year:</u> Average 12 hrs/week only <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	4-6
Summer Participation:	Yes
# of Externs in Summer:	3-4
Website:	http://www.lscny.org

Legal Services of Central New York (LSCNY) is a not-for-profit law firm specializing in poverty and public interest civil law in Onondaga and 15 surrounding counties. LSCNY provides representation in the areas of public assistance, access to justice, housing, and disability law. LSCNY has a strong concentration in representing persons with physical, developmental, and other disabilities in legal problems related to the disability. We have 14 lawyers and two paralegals on staff. We provide assistance to families and individuals who would otherwise be denied legal protection because they cannot afford a lawyer.

Externship students will assist attorneys in the representation of clients including client interviews, legal and factual analysis, research, and drafting. In addition, students may accompany attorneys to administrative and judicial proceedings and in some circumstances make appearances to argue motions and other matters in the above forums.

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
Districts of Northern New York & Vermont**

Address:	Office of the Federal Public Defender 4 Clinton Square, 3 rd Floor Syracuse, New York 13202
Telephone:	315-701-0080
Placement Supervisor:	Lisa A. Peebles, Esq.
Email:	lisa.peebles@fd.org
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	Strong writing and research skills preferred; Courses in Criminal Law and/or Procedure are required & Course in Evidence suggested
# of Externs in Academic Yr.:	1 or 2
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	Not available

The Office of the Federal Public Defender, District of Northern New York has its main office in Albany, New York and one branch office in Syracuse, New York. The Office currently staffs a Federal Public Defender, seven Assistant Federal Public Defenders and two Research and Writing Attorneys. The Office support staff includes three legal secretaries, two investigators, an administrative officer and a computer systems administrator. The Office provides court-appointed criminal representation for individuals accused of committing a federal crime that are financially unable to afford counsel.

The Syracuse branch office has three Assistant Federal Public Defenders, one Research and Writing Attorney, an investigator and a legal secretary. The attorneys come from a variety of backgrounds that focus on litigation, including private practice.

Externship students will be assigned to the Syracuse branch office and perform legal research, writing, trial assistance, and other work as needed. The student will spend most of their time learning practical lawyering skills, including performing computerized research, writing pretrial and post-trial motions and memoranda, and Appellate matters. Students will generally be encouraged to visit clients, observe hearings, trial motions and other proceedings.

UNITED STATES TRUSTEE'S OFFICE	
Address:	Office of the U.S. Trustee U.S. Courthouse and Federal Building 10 Broad Street, Room 105 Utica, New York 13501
Telephone:	315-793-8191
Placement Supervisor:	Guy A. VanBaalen, Assistant U.S. Trustee
Email Address:	Guy.A.VanBaalen@usdoj.gov
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.	1-2
Summer Participation:	Yes
# of Externs in Summer:	1-2
Website:	http://www.usdoj.gov/ust/r02/utica.htm
Special Note:	Students will be required to pass a background investigation before final acceptance into an externship position.

The United States Trustee's Office for the Northern District of New York, Utica Division, is a component of the U.S. Department of Justice and covers 15 counties in upstate New York (inclusive of Syracuse, Binghamton and Utica).

The U.S. Trustee Program acts in the public interest to provide the efficiency and to protect and preserve the integrity of the bankruptcy process. Specifically, it works to secure the just, speedy, and economical resolution of bankruptcy cases; monitors the conduct of parties and takes action to insure compliance with applicable laws and procedures; identifies and investigates bankruptcy fraud and abuse; and oversees administrative functions in bankruptcy cases.

During each semester/summer, externs will assist in the supervision and processing of bankruptcy cases. Students will perform a variety of functions including legal research and writing. This is an excellent opportunity to gain exposure in bankruptcy and debtor/creditor law.

Selected extern candidates are required to complete an application and background clearance check.

**OFFICE OF CORPORATION COUNSEL
CITY OF UTICA**

Address:	Department of Law 1 Kennedy Plaza Utica, New York 13501
Telephone:	315-792-0171
Placement Supervisors:	John P. Orilio, Assistant Corporation Counsel
Email:	jorilio@cityofutica.com
Time Requirements:	<u>Academic Year:</u> Either Average 12 hrs/week OR Average 8 hrs/week <u>Summer:</u> Average 21 hrs/week minimum
Position Requirements:	None
# of Externs in Academic Yr.:	3
Summer Participation:	Yes
# of Externs in Summer:	2
Website:	http://www.cityofutica.com/CorporationCounsel

The City of Utica Law Department, also known as the Corporation Counsel's office, represents the City as well as its agencies and departments in a variety of matters comparable to those handled by a large law firm. The areas of law consist of Civil Rights litigation, contracts, codes, small claims, and torts. It also handles worker's compensation, labor relations and grievances, and processes freedom of information requests. The attorneys work with other offices of city government to include the Mayor's office, Zoning appeals, Planning Commission, Utica Transit Authority, and the Common Council.

A potential extern will be able to work in several of the areas identified in a wide range of cases which will include interviewing witnesses, assisting with depositions, attending trials, preparing legal memoranda, jury instructions and conducting legal research.

THE HONORABLE STEPHEN D. GERLING	
Address:	United States Bankruptcy Court Northern District of New York, 220 U. S. Courthouse Utica, New York 13501
Telephone:	1-315-793-8111
Placement Supervisor:	Sharon M. Persbacker, Esq.
Email:	Sharon_persbacker@nynb.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	Bankruptcy, Secured Transactions, Creditors Rights recommended
# of Externs in Academic Yr.:	Up to 2
Summer Participation:	Yes
# of Externs in Summer:	Up to 2
Website:	http://www.nynb.uscourts.gov

The Honorable Stephen D. Gerling is one of two bankruptcy judges in the Northern District of New York. He sits in Utica as Chief Judge, while the Honorable Robert E. Littlefield, Jr. sits in Albany. Judge Gerling presides over 15 counties and rules on all matters emanating from cases filed by debtors residing in those counties. He currently holds motion terms in Syracuse and Binghamton on a bi-weekly basis and in Utica on a monthly basis. Judge Gerling conducts all other proceedings, including trials and evidentiary hearings, in Utica.

Judge Gerling's chambers and main courtroom are located on the second floor of the Alexander Pirnie Federal Building on Broad Street in downtown Utica. The Office of the Bankruptcy Clerk is located on the same floor. The Judge's immediate staff consists of a judicial assistant and one or two law clerks. His chambers include a fully equipped library with computer access to Westlaw and Lexis.

The placement will consist of assignments generated by issues presented within motions, hearings and trials in the context of contested matters and adversary proceedings. Students will be conducting research and observing court proceedings as well as working closely with the law clerk(s) and the Judge in writing informal memoranda of law and drafting decisions. Substantive law will encompass the Bankruptcy Code, the Uniform Commercial Code, and other applicable state and federal statutes, including the Code of Professional Responsibility. Procedural law will include the Federal Rules of Bankruptcy Procedure and the applicable local rules, as well as the Federal Rules of Civil Procedure and the Federal Rules of Evidence.

The Court views the Externship Program as a valuable learning tool for the law student as he or she works for a specialized federal Article I court. Students will be entrusted with matters commensurate with their proven ability and interest. They will not be expected to routinely perform clerical duties such as filing, photocopying or library detail although certain rudimentary tasks integral to their individual assignments, like "Shepardizing" and "bluebooking", will be pro forma.

DISTRICT JUDGE DAVID N. HURD

Address:	United States District Court Northern District of New York Federal Courthouse 10 Broad Street Utica, New York 13501
Telephone:	315-793-9571
Placement Supervisor:	Donna J. Case, Principal Law Clerk
Email:	djcase@nynd.uscourts.gov
Time Requirements:	<u>Academic Year:</u> Average of 12 hrs/week only <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	Constitutional Law and Civil Procedure preferred
# of Externs in Academic Yr:	2
Summer Participation:	Yes
# of Externs in Summer:	1
Website:	http://www.nynd.uscourts.gov

Externs participate in a wide variety of judicial tasks, including the preparation of draft opinions on dispositive motions which may be published in the Federal Supplement upon finalization; bench memoranda in preparation for trials and oral arguments on motions; and instructions to the jury in civil and criminal matters. Externs also observe civil and criminal proceedings. The opportunity to earn valuable experience is only limited by a particular student's ability and enthusiasm.

Oneida County Family Court	
Address:	Oneida County Family Court Oneida County Courthouse 200 Elizabeth Street Utica, New York 13501-3655
Telephone:	1-315-731-3483
Placement Supervisors:	Julia M. Brouillette, Esq., Senior Court Attorney Steve Fortnam, Esq., Court Attorney
Email:	jbrouill@courts.state.ny.us sfortnam@courts.state.ny.us
Time Requirements:	<u>Academic Year:</u> Either Average of 8 hrs/week OR Average of 12 hrs/week <u>Summer:</u> Average of 21 hrs/week minimum
Position Requirements:	Interest in Family Law
# of Externs in Academic Yr.:	2
Summer Participation:	Yes
# of Externs in Summer:	2
Website:	http://www.nycourts.gov/courts/5jd/oneida/index.shtml
Special Note:	Externs may have the opportunity to work in either Rome or Utica or both locations.

Externs will work with the Family Court Judges, Judicial Hearing Officers, Support Magistrates and the Court Attorney Referee at the Oneida County Courthouse, in either Utica or Rome, New York. Westlaw and Lexis are available in the Judges' chambers and the Supreme Court Law Library.

Oneida County has three full-time Family Court Judges. Judge James R. Griffith, Oneida County Senior Family Court Judge, presides over Oneida County's Family Treatment Court in addition to a regular case-load. Due to the recent retirement of Judge Frank S. Cook and Judge Bernadette T. Romano's election to the position of Supreme Court Justice, two seats are being filled by visiting judges until appointments are made by Gov. Pataki. In addition, The Honorable David A. Murad, is assigned to Oneida County Family Court from Surrogates Court on a part-time basis. Retired Family Court Judges John Flemma and Frank S. Cook act as Judicial Hearing Officers. There are three Support Magistrates, Jawaad Rasheed, Stephen Haggas and Christine Barry. Court Attorney Referee Christine Sabino Keisel hears and reports cases assigned to the Model Court for Abused and Neglected Children. Externs will be supervised by either Julia M. Brouillette, Esq., Court Attorney (law clerk) or Steve Fortnam, Esq., Court Attorney to Judge Griffith and will work with the Judges, the Support Magistrates, the Court Attorney Referee and other Court Attorneys.

Family Court has jurisdiction over child neglect and abuse matters; child custody, visitation and support; paternity proceedings; domestic violence matters; adoptions; juvenile delinquency and Person In Need of Supervision proceedings; proceedings to terminate parental rights; and foster care review matters.

Externs will participate in every step of the Family Court process. They will observe court proceedings; research and draft memos of law on issues before the Court; participate in in-chambers conferences between the Judges and their law clerks; observe the processing procedure; and prepare drafts of opinions. Externs will be expected to become familiar with certain cases that are assigned to them, and to follow cases from arraignment to review of the final order.