

EXTERNSHIP PLACEMENT OPPORTUNITIES

SPRING 2024

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.

Hampden County Juvenile Court (Springfield, 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.

Hampden County 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 is 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.

Hartford Immigration Court (Hartford, CT)

The externship provides students with an excellent opportunity to expand their knowledge of immigration law, and to hone research, writing, and analytical skills in a busy court with a varied docket. During the externship, the extern will be able to observe removal hearings and work on cases involving several forms of relief from removal, including asylum, adjustment of status, and cancellation of removal. The extern will work directly under the supervision of an Attorney Advisor, and will interact closely with the Court's five federal Immigration Judges.

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, Judge Sarala Nagala (Hartford, CT)

Judge Nagala has a varied docket of civil and criminal cases. This externship allows students to conduct research and to write on a variety of issues, including drafting final decisions, reports, and recommendations for different cases. Students also sit in and observe hearings, trials, and meetings in chambers.

U.S. District Court of Massachusetts, Judge Mark Mastroianni (Springfield, MA)

This externship introduces students to federal district court. Students will have the opportunity to observe court proceedings, conduct research and write on a variety of issues. Written assignments will include bench memoranda and draft decisions for different cases. Students can expect to work on at least one appeal from a denial of social security disability benefits from preparing the bench memorandum through to drafting a decision following a hearing. Students will likely also prepare memoranda and decisions on additional cases before the court for interim or dispositive motions.

U.S. District Court of Massachusetts, Judge Katherine A. Robertson (Springfield, MA)

Students observe a variety of courtroom proceedings and learn the workings of the federal court system by discussing issues with the judge and by observing lawyers in the courtroom. Students draft reports and recommendations pertaining to a variety of motions pending before the Court.

Western Division Housing Court, Judge Robert Fields (Springfield, MA)

This externship exposes students to different areas of housing law and to general civil litigation practice ranging from pro se proceedings to complex multi-party civil litigation. Cases handled by the court include contract and tort claims, personal injury, housing discrimination, zoning appeals, and equity practice, among other substantive areas. Students benefit by observing hearings and trials and improving their research and writing skills by performing research assignments for the court and by drafting findings, rules, and orders.

LAW PRACTICE PLACEMENTS

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, draft petitions, and motion, and if 3:03 certified, argue the cases prepared in court. In addition, students who are 3:03 certified will have the opportunity of prosecuting ticketed offenders on the City's behalf.

Committee for Public Counsel Services - Family Justice Advocates

Externs will assist with the representation of parents and children in care and protection matters in the Hampden County Juvenile Courts. Externs will participate in student interviews, shadow attorneys, observe court, and assist with legal research and writing. Students with 3:03 certification will be able to represent clients at uncontested hearings.

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.

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 Office of Early Childhood (Hartford, CT)

Extern will have the opportunity to perform legal research, draft hearing decisions, memorandum, and handle various issues regarding contract law including contract negotiation, drafting, procurement, and data security/data share agreements. Various research regarding multiple contract issues will include: drafting various provisions, copyright law, education law, ADA, FERPA, and review of legislation. Extern will assist in legal review of background checks for childcare workers including substantive work regarding reviewing background checks and making recommendations for eligibility and participate in administrative hearings, various committees/meetings as assigned. There will be opportunities for participation in OEC lead staff development. Extern may also have the opportunity to work on enforcement cases. Extern will gain overall experience in contract law, business law, criminal law, education law, data security law.

Connecticut Public Defenders Services (Multiple CT locations)

The Public Defender represents indigent clients accused and facing possible incarceration. The representation begins at arraignment through all phases of litigation including trial. An extern can expect to observe all aspects of representation including interviewing of clients, witnesses, jail visits, negotiations, and litigation. Extern duties could include research, writing, accompanying an attorney, investigation or social worker during interviews, organizing files for trials, and assisting with litigation.

Family Services of Central Massachusetts (Worcester, MA)

The FSCM Mediation Program receives grant and state funding from the Attorney General's Office (AGO), the Massachusetts Office of Public Collaboration (MOPC), and the Massachusetts Trial Courts to provide mediation and dispute resolution services. FSMC provides free mediation services to Small Claim Litigants in 5 District Courts including Worcester, Uxbridge, Milford, Westborough, and Dudley. A Court Coordinator attends each hearing to manage the technology (all mediations are presently done on Zoom using DocuSign to collect A2P and agreement signatures), mentor mediators, and/or mediate with mediators.

Greenfield Court Service Center

Court Service Centers assist Pro-Se/Self-represented litigants (SRLs). Student externs provide legal information to SRLs with regard to the five trial court departments, which includes legal process, procedure and forms, as well as referrals to other state agencies, legal, and community resources. The students will learn how to conduct intakes and triage cases. Students will experience a wide range of issues primarily in the areas of housing, family law, and district court (debt collection, small claims, harassment/restraining orders, etc.). Students will be exposed to the issues related to substance misuse, DV, mental health, poverty, homelessness, and other compounding factors that SRLs are living with while either seeking or responding to court.

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 Department of Children and Families Legal Department (Springfield, MA)

This externship deals extensively with a broad spectrum of child welfare issues including but not limited to: aspects of custody, parentage determinations, adoptions, legalizations, guardianships, and litigation issues attendant to these issues. Additionally, this externship allows an extern to observe the internal workings of a governmental law office. In addition, students observe courtroom proceedings and appear in court to argue motions under the Massachusetts 3:03 student practice rule.

McLane & McLane, LLC

Extern will be provided with the opportunity to gain experience in Estate Planning which will include developing estate plans for clients through office meetings, phone calls, correspondence, research, and document drafting; working on routine to advanced estate and tax planning matters; drafting correspondence, estate planning documents, Probate/Conservatorship/Guardianship petitions, strategy recommendations, and compromise agreements; and assisting in client representation at Probate/Conservatorship/Guardianship hearings. Extern will also gain experience in real estate which will include reviewing/drafting of Purchase and Sale agreements

and other similar contracts/documents; reviewing title work; and assisting with the representation of purchasers, sellers, and lenders in residential and commercial closings.

Nicoletti & Brown (Springfield, MA)

We are a small criminal defense and civil litigation law firm. Our civil practice primarily focuses on landlord/tenant, personal injury, consumer protection, and small business litigation. Externing for our firm will mean doing legal research, drafting court documents, meeting clients, and attending court with your supervising attorney. You will be working on real cases, with real clients, where it really matters. In addition to gaining academic knowledge through research and writing, externs working with us will get court experience, meet and build connections with other attorneys in the Springfield area, and learn about running a small practice.

Northwestern County District Attorney's Office (Northampton, MA)

This externship allows students to learn about the law by writing legal memoranda, participating in arraignments and pretrial hearings, and arguing motions under the Massachusetts student practice rule. In the past, students have interacted with police officers, victims, and other legal professionals. To assist in court proceedings 3:03 certification is required. You must be a senior law student and taken a course in Evidence to be eligible for 3:03 certification for criminal proceedings.

Office of the Attorney General (Springfield, MA)

Legal externs may be exposed to the following practice areas: consumer protection; municipal law; civil rights; criminal; 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 training. NOTE: Students chosen for this externship may NOT work in law firms or legal departments or engage in legal research or writing positions where the Commonwealth is an interested party during the course of their externship.

Office of the Attorney General Gaming Enforcement Unit (Springfield, MA)

Extern will assist lead Prosecutor for the Gaming Enforcement Unit. The extern will be involved with prosecuting misdemeanor cases, arguing motions, and conducting research. Student must be 3:03 eligible.

Office of the County Attorney (Schenectady NY)

Our DSS Office represents the local Department of Social Services in child welfare matters. Students will learn the presentation of a child neglect/abuse case from filing to disposition. They will research and write motions in the field, accompany attorneys to court. If a student has a valid NYS Practice Order, they will be able to argue their motions and appear under supervision at Court appearances. Our Juvenile Delinquency/PINS practice is similar.

Olin Lippiello LLP (Northampton, MA)

Olin Lippiello LLP is a small litigation firm dedicated to public service. A large part of the practice is focused on representing either indigent workers in civil employment disputes (Attorney Nathan Olin) or individuals charged with criminal offenses (Attorney Lisa Lippiello). An extern could choose either side, or a hybrid, depending on interest and need. On the civil employment side, externs will: perform legal research; meet with and interview clients; draft pleadings, motions, and correspondence; participate in negotiations; and attend judicial or administrative hearings with an attorney. The student will also have the opportunity to assist with various pro bono initiatives. On

the criminal side, the student would assist the attorney in providing legal representation and advocacy to indigent clients who are charged with criminal offenses within the final jurisdiction of the District Court. The clients are either charged with misdemeanors and/or 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.

Springfield Court Service Center (Springfield, MA)

The Court Service Center provides comprehensive legal assistance for self-represented litigants. You will learn about: Common legal issues faced by self-represented litigants, legal issues in matters involving divorce and family law, landlord/tenant, criminal, small claims, access to justice issues, social service resources, and interviewing and triage skills. Duties may include (but are not limited to) the following: interviewing litigants about their needs, assisting litigants with legal paperwork, researching area resources, and developing plain-language self-help information for litigants.

University of Massachusetts Student Legal Services Office (Amherst, MA)

Externs play a vital role in the office by assisting the supervising attorney in interviewing clients, conducting legal research and factual investigations, providing legal advice and referrals, preparing court documents and attending court proceedings. SLSO serves all fee-payment UMass Amherst graduate and undergraduate students, and our primary areas of practice include family law, landlord/tenant law, personal injury and consumer protection law. Students must be eligible for 3:03 certification which requires that you have taken Evidence or are concurrently enrolled.

University of Massachusetts, Office of the General Counsel (Hadley, MA)

The Office of the General Counsel consists of twenty lawyers and handles most aspects of legal representation for the University's five-campus system, including corporate matters, labor issues, intellectual property, litigation, immigration, representation before federal and state agencies, and general legal assistance on the broad array of issues facing institutions of higher education. Externs assist staff attorneys with the rendering of legal advice regarding a wide range of legal issues and University policies; conduct legal research, write legal memoranda; conduct factual analysis and draft submissions in connection with ongoing litigation.

Victims Rights Center of Connecticut (Wallingford, CT)

The Victims Rights Center provides free legal services to victims of crime, primarily victims of sexual assault and child abuse. Externs will be trained in trauma informed lawyering, Externs will advocate for victims of sexual assault by informing them of their rights and going to court on their behalf to make sure their voices are heard in every step of the process, they will conduct client intakes to gather data and explore what types of legal services the victims may need and observe initial consultations.

Western New England University Center for Social Justice (Springfield, MA)

Externs who will assist with all pro bono projects performed under the auspices of the Center, and especially with the Consumer Debt Initiative ("CDI").

Externs will assist the Center director and staff attorney with the full range of legal services provided to its pro bono clients. The extern will be heavily involved in the administration of the CDI program, which is currently operating virtually. This involves contact with clients such as:

providing information to clients about the scope and availability of services, client intake, client interviewing, document and discovery review, and negotiation with opposing counsel.

Students may assist in legal research and writing including drafting answers, motions, or responses to motions, and preparing other case-related documents. The student may also prepare for and assist with conducting a small claims hearing.

Worcester District Attorney's Office (Worcester, MA)

Externs will experience and participate in the day-to-day operations at the Worcester County District Attorney's Office. Students that are Rule 3.03 eligible will have the opportunity to participate in arraignments, motions and possibly an OUI trial.

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.