

# EXTERNSHIP PLACEMENT OPPORTUNITIES

SPRING 2025

## JUDICIAL PLACEMENTS

### **Farmington Regional 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 procedures 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 interesting and challenging. Externs conduct research, write legal memoranda, draft findings of fact, conclusions of law, judgments, orders, and work directly with the judge on the assignment. Judges will be encouraged to discuss cases with students and to provide them with feedback. In addition, externs have the opportunity to observe hearings and trials, which expose them to court procedure and evidentiary issues. By working with multiple judges, externs will gain a broader understanding of the workings of the Probate and Family Court.

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

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

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

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

**U.S. District Court of Connecticut, 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.

**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**

**Allyn & Ball, P.C. (Holyoke, MA)**

This practice includes both civil representation and criminal defense as well as personal injury and medical malpractice.

**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 (Springfield, MA)**

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.

**Department of Veterans Affairs, General Counsel (Leeds, MA)**

This office serves as in-house counsel for the U.S. Department of Veterans Affairs. The personnel law group provides representational and advisory services related to federal employment law. The externship would include research, drafting, document review, and observation at trial proceedings and depositions.

**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 (Greenfield, MA)**

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 participating in drafting initial pleadings, research, discovery, motions and trial preparations.

**Law Offices of Alison Silber (Longmeadow, MA)**

The extern will assist attorneys in providing representation in the areas of family law, litigation, mediation, and negotiation.

**Law Offices of Jessica S. Lang (Springfield, MA)**

Attorney Lang is a solo Family Law practitioner. A student extern should expect to gain skills doing the following: screening in new clients; communicating with clients; preparing motions; reviewing discovery, including financial documents and medical documents; trial preparation, including review of exhibits and tackling evidentiary issues and motions in limine; preparation of direct and cross-examination; preparation of financial statements; legal research; interviewing skills regarding child clients vs adult clients; office management and appropriate billing practices; time management (especially with 72 hour hearings in juvenile court); and negotiating settlements.

**Massachusetts Department of Children and Families Legal Department (Holyoke, 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.

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

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

**MassMutual Law Department (Springfield, MA)**

An extern can expect to learn from nationally respected experts in Tax Law and participate in day-to-day work and strategic projects that could involve domestic and international tax research in the insurance, financial products and investment areas, tax controversy (administrative appeals and litigation), and so forth. Beyond the tax team, you will have the opportunity to network with other attorneys in the Law Department broadly and learn how practice areas support MassMutual's business. Specific skills you will gain include: improved research and writing skills, improved communication and presentation skills, insight into the legal operations of a financial services company, a better understanding of the different opportunities related to tax law, and an opportunity to engage and learn in a fast-paced environment that will provide insights into future career options.

**McLane & McLane, LLC (Feeding Hills, MA)**

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 have 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 Federal Public Defender (Hartford, CT)**

The Federal Defender's Office represents clients accused of federal crimes who cannot afford a lawyer. Externs will interview clients, draft memoranda of client interviews, conduct legal research, draft motions, draft sentencing memoranda, review and analyze evidence, review and analyze records, attend court proceedings, and participate in team meetings.

**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, externs will 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.

**The Children's Law Center (Hartford, CT)**

The Children's Law Center of Connecticut provides high-quality legal representation to poor children whose parents are involved in high-conflict family court cases.

Externs will get an opportunity to shadow attorneys in court, perform intakes for our legal hotline, provide case management support, interview clients, assist in preparing court documents, and observe mediations.

If the student meets the requirements to become a certified legal intern, the student will be given the opportunity to serve as a Guardian ad litem to represent a client in court.

**University of Connecticut Office of General Counsel (Storrs, CT)**

This is an opportunity to work in a dynamic and energetic office at an exciting time of growth and opportunity. UConn is the state's flagship institution, and one of the top public research universities in the nation. Like the university itself, UConn's legal offices are a dynamic environment. UConn's Office of the General Counsel is located on the Storrs campus and works in collaboration with the Senior Counsel for Health Affairs and Assistant Attorney Generals, located in the UConn Health Center, to administer legal services to the University's Board of Trustees, Board of Directors, President and a broad range of academic and administrative offices at UConn's numerous campuses. Externs will assist attorneys with the rendering of legal services 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.

**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.

**Victims Rights Law Center (Belchertown, MA)**

The Center was founded as the first law center in the nation dedicated solely to serving the legal needs of sexual assault victims, the Victim Rights Law Center's (VRLC) mission is to ensure that every sexual assault victim has an attorney and access to the most effective legal remedies available. Externs may observe legal intakes; assist staff attorneys on current cases; draft motions, oppositions and legal memos; and observe court and administrative proceedings. Externs may also participate in weekly meetings at which the direct services team discusses recent intakes and current legal issues in active cases.

**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](mailto:mfletcher@law.wne.edu).