

# ***Clark County Legal Services (CCLS)***

## **I. OVERVIEW & DESCRIPTION OF FIELD WORK**

This semester-long externship will place a student at the CCLS office. The externship will provide the student with exposure to a wide range of legal issues and the opportunity to conduct legal research and draft memoranda, pleadings, and a variety of other legal documents; interview clients and assist in preparing their cases for hearing or trial; and assist attorneys in classes, clinics, and court proceedings as approved by the Externship Director and Field Supervisor.

Depending on the semester, CCLS may specifically devote the externship experience to one substantive area of law. For example, an extern could be assigned to the domestic violence team. In this capacity, the student will assist in interviews of clients with domestic violence problems and work with attorneys representing domestic violence victims. The extern would assist the lawyer in drafting pleadings for court and assist the lawyer, under the parameters of this program, with hearings. Additionally, the extern could observe and participate in the legal clinic for battered immigrant domestic violence victims and assist the lawyer in the preparation of documents to be submitted to the INS. The extern would accompany the lawyer to all interviews and hearings with the client.

Additionally, the extern will attend a weekly seminar conducted by CCLS and Nevada Legal Services. Classes will cover interviewing, case strategizing, case development, witness preparation, and case presentation, as well as applicable substantive law presentations.

## **II. GENERAL REQUIREMENTS**

- A. **Eligible Student** – Students must have completed all first year courses, and be in good academic standing. Professional responsibility is a pre- or co-requisite which can be waived by the Externship Director. Student participation is subject to an interview with the CCLS staff.
  
- B. **Credit** – This externship will provide up to six (6) credits. Six credits require at least 264 hours of field work in addition to other course requirements. Generally, these hours are to be performed during the academic semester in a manner agreed to by the student and Field Supervisor. The Externship Director, in consultation with the field supervising attorney, must approve the number of credits for each student. Students will not be required to be onsite during the examination period.
  
- C. **Supervision** – An experienced Legal Services attorney will act as the primary Field Supervisor. The Field Supervisor will confer with the externship director on a regular basis and provide evaluations of the extern. The Field Supervisor will participate in training from time to time.

### III. STUDENT PRACTICE CERTIFICATION

- A. **Court Appearances** – (a) All students may be certified under Nevada Supreme Court Rule 49.5 under “level one certification” and may engage in the activities delineated in Rule 49.5(4); (b) Students certified under “level two certification” of Rule 49.5 may conduct motion hearings under supervision if they have completed or are concurrently enrolled in Pretrial Litigation or motion practice training offered by CCLS or the Externship course; (c) Students who have completed Evidence and have either completed live client clinic or have taken or are concurrently enrolled in Trial Advocacy, may participate in the examination of witnesses under supervision in hearings or trials with the consent of the client and supervising attorney. Students shall not have primary responsibility for conducting trials; (d) Students certified under either “level one” or “level two” of Rule 49.5 may second-chair and assist a supervisor in any trial as permitted by the court; (e) Certification under Rule 49.5 is limited by this section.
- B. **Administrative Hearing Appearances** – Externs may be able to appear in administrative hearings under Rule 49.5 “level one certification” as permitted by the agency involved, and with the consent of the client. Such appearances will be determined by the CCLS Field Supervisor and the Externship Director.

### IV. ACADEMIC COMPONENT

- A. **Class Meetings** – Extern will attend weekly class meetings conducted by the Externship Director.
- B. **Journals and Time Sheets** – The extern will maintain a daily journal, which he/she will submit to the Externship Director. The journal entries should include a description of the student’s work and a discussion of substantive and procedural legal issues, professional responsibility issues, lawyering skills, and values as they arise in the context of the field work. Weekly time sheets shall be submitted to the Externship Director.
- C. **Work File** – The extern will maintain a file of all work submitted to the field supervising attorney, which will be submitted to the Externship Director. The Externship Director will protect confidential client information.
- D. **Paper** – At the end of the externship, the extern will write a self-evaluation or other paper as directed by the Externship Director. The paper may not be used to satisfy the Advanced Legal Writing Requirement. The length of the paper will be determined by the Externship Director depending on the credits to be awarded.

### V. EVALUATION

The course is graded on a Pass/Fail basis.

- A. The field supervising attorney will evaluate each student’s work by:
1. Conferring regularly with the student and Externship Director throughout the placement;

2. Reviewing and observing the student's work and conducting feedback sessions with the student; and
  3. Evaluating the student's overall work performance at mid-semester and at the end of the placement
- B. The Externship Director will evaluate the student's overall work performance at mid-semester and at the end of the term by:
1. Conferring regularly with the field supervising attorney;
  2. Reading and responding to the student's daily journal entries and weekly time sheets;
  3. Conducting at least one individual conference with the extern during the placement and at the end of the placement;
  4. Conducting at least one site visit;
  5. Reviewing the student's written work contained in the student's work file;
  6. Reviewing the student's required paper at the end of the placement; and
  7. Evaluating the student's participation in the classroom component.