

# Henderson City Attorney's Office

I. **Overview.** This semester-long externship will place a student in the Criminal and/or Civil Divisions of the Henderson City Attorney's Office. The externship will provide the student exposure to a wide range of municipal law functions and the opportunity to conduct legal research and draft memoranda, pleadings, trial and appellate briefs, and a variety of other legal documents; prepare cases for hearing or trial; and assist attorneys in court proceedings as approved by the Externship Director and Field Supervisor.

II. **Description of Field Work.**

A. Criminal Division.

1. Provide legal research and analysis for attorneys' use in responding to defense motions and pleadings in criminal trials and appeals and habeas petitions and appeals, involving driving under the influence (DUI), domestic battery, theft, and crimes of stalking and harassment.
2. Draft pleadings, memoranda of law, trial and appellate briefs, motions, proposed orders, stipulations, and complaints; and
3. Assist in preparation of cases for hearing or trial with attorneys, including interviewing witnesses, reviewing evidence and limited court appearances as described in Sec. VI, below.

B. Civil Matters.

1. Exposure to municipal law practice including land use and planning; draft pleadings, memoranda of law, orders, stipulations and complaints in civil forfeiture and property damage actions.
2. Observation and discussion of City Council meetings, Planning Commission hearings, and Redevelopment Authority meetings in one of America's fastest growing cities.

III. **General Requirements.**

A. Eligible Student. Student must have completed at least 45 hours of academic course work including all first year courses. Professional Responsibility is a pre or co-requisite. Student participation is subject to an interview with the Henderson City Attorney's Office.

Credit. This externship will provide up to six credits. Six credits require at least 264 hours of fieldwork in addition to other course requirements. Generally, these hours are to be performed during the academic semester in a manner agree to by the student and Field Supervisor. The Externship Director, with consultation with the Field Supervising attorney, must approve the number of credits for each student. Students will not be required to be on-site during the examination period.

- B. Supervision. The Externship Director will not provide direct case or client representation due to potential conflicts of interest. The Field Supervisor will confer with the Externship Director during the semester and participate in training from time to time.

#### IV. Student Practice Certification

**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 the City Attorney’s Office 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 trials for civil infractions or misdemeanors with the consent of the court 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

#### V. Academic Component.

- a. Class Meetings. Externs will attend weekly class meetings conducted by the Externship Director.
- b. Journals and Timesheets. The extern will maintain a daily journal, which he/she will submit to the Externship Director. The log 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 fieldwork. Weekly timesheets 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 he/she will submit 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.

#### VI. Evaluation

The course is graded on a Pass-Fail basis.

- a. The field supervising attorney will evaluate each student’s work by:
- Conferring regularly with the student and Externship Director throughout the placement; and 2. Reviewing and observing the student’s work and conducting feedback sessions with the student.
- 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 logs and weekly timesheets; 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; 6. Reviewing the student’s required paper at the end of the

placement; and 7. Evaluating the student's participation in the classroom component.