

NEVADA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
LITIGATION DIVISION
LAS VEGAS OFFICE

I. OVERVIEW

The Litigation Division of the Attorney General's Office's semester long Externship Program will allow students to develop an in-depth understanding of civil litigation in both Federal and State Court practice. The Litigation Division in Las Vegas is composed of two legal secretaries, one legal researcher, four Deputies Attorney General, a Senior Deputy Attorney General, and the Assistant Solicitor General. The Division conducts and assists in personnel, complex, and high-profile litigation for all clients of the Attorney General's office. The division is also counsel to the Nevada Department of Corrections. Students will work closely with each member of the division on a variety of case related tasks and assignments. Through such interaction, students will experience the numerous areas of law wherein the Litigation Division defends the State.

II. DESCRIPTION OF FIELD WORK

Students will be given an opportunity to experience civil litigation defense under the supervision of the attorneys in the Litigation Division. Students will review new cases, assess such cases and assist with management and strategy decisions, conduct legal research, draft legal memoranda and a wide array of pleadings (including, but not limited to, Answers, Motions to Dismiss, Motions for Summary Judgment, and Appellate Briefs), communicate with clients and witnesses, assist with discovery related matters, and assist with trial preparation. Additionally, students will have the opportunity to observe trials and other proceedings, and possibly appear in Federal or State Court on behalf of a client, where appropriate. Students will also have the opportunity to interact with many different attorneys from different backgrounds and experiences throughout the various divisions of the Attorney General's office.

III. GENERAL REQUIREMENTS

- A. **Eligibility and Prerequisites.** Students must have completed all first year courses and be in good academic standing. Professional Responsibility is a pre or co-requisite but may be waived. Constitutional Law is strongly encouraged as a pre or co-requisite. All student participation is subject to an interview with the Litigation Division of the Attorney General's Office.
- B. **Credit Hours.** This program will provide up to seven credits, requiring at least 35 hours a week. The Externship Director, with consultation with the field supervisor, must approve the number of credits for each student. Students will not be required to be on-site during any examination periods.
- C. **Supervision.** An experienced Deputy Attorney General will act as the primary field supervisor. Field supervisors will confer with the Externship Director on a

regular basis and provide evaluations of each extern. Field supervisors will participate in training from time to time. The Externship Director will not provide direct case supervision due to potential conflicts of interest.

- D. **Confidentiality.** Students will execute an agreement of confidentiality with regard to all privileged information learned during the course of the externship.

IV. STUDENT PRACTICE CERTIFICATION

Court Appearances. Students may become certified to appear in either State or Federal Court, or both.

1. **Federal Court.** All students certified under U.S. District Court, District of Nevada, Local Rule IA 10-5 may engage in the activities delineated in Local Rule IA 10-5(e), as determined by the field supervisor.
2. **State Court.** All students certified under Nevada Supreme Court Rule 49.5, under “level 1” or “level 2” certification, may engage in the activities delineated for each level of certification, as determined by the field supervisor.

V. ACADEMIC COMPONENT

- A. **Class Meetings.** Students will attend all training sessions and/or lectures conducted by the Attorney General’s Office. Such sessions will be held every other week, and are designed to inform the student about the various divisions of the office, the duties undertaken by each division, and provide insight into the inner workings of each division. Students are required to attend all additional classes or meetings as instructed by the Externship Director.
- B. **Writing Requirement.** Students will maintain a weekly journal and timesheet, which they will submit to the Externship Director. The journal should include a description of the student’s work, a record of the hours worked, and a discussion of substantive and procedural legal issues, professional responsibility issues, lawyering skills, and values as they arise in the context of the filed work. Students will be required to complete all other assignments as instructed by the Externship Director.

VI. EVALUATION

- 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 each student’s work by:
 1. Conferring regularly with the field supervisor;

2. Reading and responding to the student's written assignments and weekly timesheets;
3. Conducting at least one individual conference with the extern;
4. Conducting at least one on-site visit; and
5. Evaluating the student's participation in the classroom component (if any).