EXTERNSHIP AND JUDICIAL CLERKSHIP

APPLICATION INSTRUCTIONS FOR Fall 2016

A. By applying, you are committing to complying with all externship or clerkship requirements.

B. Please submit:

1. Application form – attached
2. Cover letter – addressed to Ms. Dawn Skopinski, Externship Program Administrator. Indicate which externship or clerkship (state or federal; trial, appellate, family, etc.) you’re applying for, your interests and experience. You can include all three preferences in one letter.
3. Resume
4. Unofficial transcript – download from the hUB with current classes listed
5. Brief legal writing sample – 2-page minimum (ideally no more than 8-10 pages)
6. Conflicts of Interest Inventory and Acknowledgment
7. Externship/Clerkship Agreement – please submit the appropriate form: (1) Externship or Judicial Clerkship; (2) Intensive Judicial Clerkship; (3) NLRB;
8. Optional: If there is any information that is not included in your resume or transcript that you wish to bring to our attention, please attach a separate sheet of no more than one page, double-spaced, with the additional information.

C. Please paper clip all of the above materials together and return in person to: Dawn Skopinski, 610 O’Brian Hall, 645-6261; skopinsk@buffalo.edu.

D. Sign up for an appointment to review your application with Dawn Skopinski. Sign-up sheets will be posted outside Room 610 the week of March 21.

DEADLINE TO APPLY: March 21, 2016 by 5:00 pm
Please note:

1. We understand that you may wish to APPLY to more than one externship/clerkship/clinic/practicum opportunity, but students are strongly discouraged from registering for more than one experiential opportunity in a semester absent extraordinary circumstances. If you are accepted into more than one experiential learning opportunity, be prepared to decide which one you will take. If you are seeking to enroll in more than one experiential learning opportunity, please contact Vice Dean Connolly as soon as possible after you hand in your application.

2. Acceptance to an Externship or Judicial Clerkship is not guaranteed so we recommend that you register for a full schedule. If you are accepted into an externship or judicial clerkship, you may drop a course.

3. Once accepted to an Externship or Judicial Clerkship, the Law School has made a commitment to that placement and you must fulfill it barring exceptional circumstances, or a conflict with another experiential opportunity as described above. Failure to accept your placement will prohibit you from participating in an Externship or Judicial Clerkship in the future.

4. In addition to any requirements noted on the Externship Course Description List, after preliminary acceptance into an externship:
   
a) The following externships require you to formally interview and complete the forms for a background check. If the relevant office discovers disqualifying events in your background check, or interview, you will not be able to participate in the externship.

   ADR Program, US District Court, WDNY – also note no students may be employed while doing an Externship here
   Erie County District Attorney’s Office
   Family Justice Center
   Monroe County District Attorney’s Office
   National Labor Relations Board
   New York State Attorney General’s Office – Buffalo Regional Office, Environmental Protection Bureau
   New York State Department of Environmental Conservation – Office of General Counsel
   New York State Inspector General’s Office
   Niagara County District Attorney’s Office
   Niagara Frontier Transportation Authority (drug test also required)
   U.S. Attorney’s Office – also note no students may be employed while doing an Externship here
   U.S. Immigration and Customs Enforcement

b) Interviews of the candidate at the following agencies' offices will be required to finalize this placement.

   Buffalo Board of Education – Office of General Counsel
   Daemen College – College and University Athletic Regulations Office
   Empire Justice Center
   Equal Employment Opportunity Commission
   Neighborhood Legal Services
   New York State Division of Human Rights – Administrative Law Judge
   New York State Liquor Authority
   New York State United Teachers
   Niagara County Public Defender’s Office
   Prisoners’ Legal Services
   Seneca Development Corporation
   And some Judicial Clerkship Placements – also note no students may be employed while doing a Judicial Clerkship at the federal level and at the state appellate court level.
Name: ________________________________________ Class: 2L ___ 3L ____ 2 yr. JD ____

UB E-mail address: ____________ Telephone: ____________________________

Citizenship: U.S. _____ Dual Citizenship _____ Other: ____________ (indicate country)

Preferred Location for Placement: Buffalo _____ Rochester_____ Niagara County _____

Do you have a car? __ Yes ___ No ___

Are you currently employed? Yes ____ No ____

If yes, Name of Office/Firm: ____________________________

Will you continue to work in this office during your externship/clerkship? Yes ___ No ___

List the externship(s) and/or clerkship(s) for which you are applying, ranking them in order of preference.

First Choice: __________________________________________________________

Second Choice: _________________________________________________________

Third Choice: __________________________________________________________

If accepted, what day(s) are you available to work in the office you are placed in?
Mondays ___ Tuesdays ___ Wednesdays ___ Thursdays ___ Fridays ___

For Judicial Clerkships:
Placements are available in federal, state, county and city courts, and depend on the workload of the judges and the number of student applications received. We are unable to take requests for a specific level of court or Judge, however we can take requests if you have a preference for an area of interest (civil, criminal, family, bankruptcy, surrogate, commercial, trial, appellate), but placement in a particular court cannot be guaranteed.

Preferred area of interest for Judicial Clerkships: ______________________________

Please note: For Judicial Clerkships, be sure to note whether you are applying to a Regular Judicial Clerkship or the Intensive Judicial Clerkship.

Have you previously received law school credit for an Externship or Clerkship? Yes ____ No ____
If so, please list the Externship or Clerkship location, year & semester ____________________________

Will you be applying for a clinic and/or practicum this semester? Yes _____ No _____
If yes, specify which one(s): ____________________________________________________________

If you are accepted into more than one experiential learning opportunity (externship, clerkship, clinic or practicum) for the semester, for which one will you register? ____________________________
Please read the following information and answer the following questions:
Exterships and Judicial Clerkships require you work at your placement office on a regular schedule as follows:

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and spring semesters</td>
<td>135 total hours</td>
</tr>
<tr>
<td>Intensive Judicial Clerkship</td>
<td>225 total hours</td>
</tr>
<tr>
<td>NLRB Externship</td>
<td>225 total hours</td>
</tr>
</tbody>
</table>

1. **Please indicate** if, during the semester of externship or clerkship, you will be engaging in any of the following time-consuming activities:

   - [ ] Trial Advocacy
   - [ ] Job
   - [ ] Trial Technique
   - [ ] Travel
   - [ ] Job Interviews
   - [ ] Law team competition (trial team, moot court, etc.)
   - [ ] Any law journal
   - [ ] Clinic(s) __________________________
   - [ ] Other (please list) __________________________

   If you have listed any activities above, please indicate below or on a separate piece of paper, how you plan to keep up-to-date with your externship or clerkship work requirement.

   ______________________________________________________

2. **Have you ever been convicted of a felony?**
   - Yes ___ No ___

3. **Have you ever, as an adult or as a juvenile, been involved with, charged, arrested for or convicted of a violation of any civil or criminal law other than a parking violation or speeding ticket?**
   - Yes ___ No ___

4. **Have you ever been discharged or requested to resign from employment?**
   - Yes ___ No ___

5. **Have you ever been found to have engaged in academic dishonesty (cheating or plagiarism) at any time?**
   - Yes ___ No ___

6. **Have you ever been dismissed from a college for nonacademic reasons?**
   - Yes ___ No ___

7. **Have you ever been dismissed or prohibited from the programs or properties of a college or university?**
   - Yes ___ No ___

   **Note:** Being prohibited from the programs or properties of a college or university is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response to this question will not automatically prevent you from obtaining an externship or clerkship, but you will be asked to provide additional information.

**IF YOU HAVE ANSWERED YES TO ANY OF QUESTIONS 2 – 7 PLEASE SUBMIT AN EXPLANATION OF THE CIRCUMSTANCES AND DOCUMENTS REFLECTING THE RESOLUTION OF THE ISSUE.**

8. **Are you a party in any current litigation in any court?**
   - Yes ___ No ___

   If so, please attach the complaint and a statement regarding the current status of the litigation.

9. **Please sign** the affirmation below and date this application.

   I grant permission to SUNY Buffalo Law School to forward part or all of this application to a placement office upon request. I affirm that the information provided in this application is accurate and complete.

   ____________________________  ____________________________
   Signature                  Date
SUNY BUFFALO LAW SCHOOL

EXTERNSHIP AND JUDICIAL CLERKSHIP

CONFLICTS OF INTEREST INVENTORY AND ACKNOWLEDGMENT

Name_____________________________________________________

The information you provide here will help you and your faculty and field supervisors to identify any actual or potential conflicts of interests that would jeopardize the confidentiality and loyalty you owe to your prospective externship or clerkship placement. Please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary).

1. Are you now working or volunteering, or have you worked or volunteered for a law firm, legal services office, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal) prior to enrolling in the Externship Program?

   Yes [   ]   No [   ]

   If yes, where are you working/have you worked? [List all, starting with most recent and providing dates and locations.]

   On what type(s) of cases did you work at each location?

2. Are you planning on being employed or volunteering at any office in any of the categories listed in question #1 during your externship semester?

   Yes [   ]   No [   ]

   If yes, where will you be employed or volunteering?

   On what type of cases are you (will you be) working?

3. Are you planning on maintaining any other non-legal employment, board affiliation, or volunteer activity during your externship semester?

   Yes [   ]   No [   ]

   If yes, where will you be employed, serving as a board member, or volunteering?

   What type of work will you be doing?

4. Please list any entries to which you have applied for future employment, including law firms, legal services offices, corporation legal departments, governmental agencies, judges, hearing examiners, or employers in the securities industry (legal or non-legal). You need not include a prospective employer from whom you have received either a “no-thank-you” letter or an offer of employment.
which you have declined. If, between now and the completion of your externship, you contact any other prospective employer not listed on this form to explore a potential employment relationship, or if any prospective employer contacts you for that purpose, you must update this form to include that prospective employer.

5. Are there any other personal, financial, or family interests that could present conflicts of interests for you at your proposed placement(s)? If so, please identify them here.

6. Have you been enrolled in the Law School’s Externship Program or in an In-house Clinic before?

   Yes [  ]    No [  ]

   If yes, please indicate the semester(s) in which you were enrolled (including summer sessions), and identify your clinic and/or externship program and placement below.

**Conflicts of Interest**

I understand that if I work at any legally-related job in addition to my externship or clerkship office, prior to starting my externship or clerkship, I must disclose the nature of that job to my supervisor at the externship or clerkship AND I must disclose that I am working at a clerkship or externship to my other job’s supervisor. I understand that I also must disclose this job to the Externship Program Director at SUNY Buffalo Law School or to the professor who oversees my externship or clerkship.

In addition, I understand that if there is even a mere possibility of a conflict of interest with my externship or clerkship due to any job, personal or professional relationship, or any other reason, I must disclose that potential conflict to my externship or clerkship supervisor immediately. This is an ongoing obligation. I also must disclose this potential conflict to the Externship Program Director at SUNY Buffalo Law School or to the professor who oversees my externship or clerkship.

**NOTE:** YOU HAVE AN OBLIGATION TO UPDATE THIS FORM TO REFLECT ANY CHANGE IN CIRCUMSTANCES PRIOR TO YOUR BEGINNING WORK AT YOUR EXTERNSHIP OR CLERKSHIP PLACEMENT AND/OR DURING THE SEMESTER(S) IN WHICH YOU ARE ENROLLED IN THE EXTERNSHIP OR CLERKSHIP PROGRAM.

____________________________________  ________________________
Date                                        Signature

____________________________________
Please Print Name
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN AN EXTERNSHIP or JUDICIAL CLERKSHIP

FALL AND SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 135 total hours for the office to which I am assigned. This work will generally be at the placement’s office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/clerkship supervisor.

4. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, Administrator of the Externship Program, or Professor Kim Diana Connolly, Vice Dean for Legal Skills.

7. If I have missed 24 hours or more in my externship/clerkship office after 6 weeks, I will resign from the course or will be administratively withdrawn.

8. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

9. I will attend the mandatory externship/clerkship class meeting and I understand that my attendance is a condition of my completion of the externship/clerkship. I also understand that the time spent in that class meeting can be added to my overall hours spent on the externship/clerkship for that week.

10. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

11. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.

12. Only with my Supervising Attorney’s express permission, in writing, will I use a properly redacted document as a writing sample.
13. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

14. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.

15. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

16. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

__________________________________________________________________________
Signature                           Date

__________________________________________________________________________
Please Print Name
1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 225 total hours for the office to which I am assigned. This work will generally be at the placement’s office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/clerkship supervisor.

4. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.

5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.

6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, Administrator of the Externship Program, or Professor Kim Diana Connolly, Vice Dean for Legal Skills.

7. If I have missed 37.5 hours or more in my externship/clerkship office after 6 weeks, I will resign from the course or will be administratively withdrawn.

8. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

9. I will register for, attend and complete the co-requisite class, “Judicial Clerkship Skills” and will also attend the mandatory externship/clerkship class meeting. I understand that my attendance is a condition of my completion of the clerkship. I also understand that the time spent in that class meeting (but not the “Judicial Clerkship Skills” class) can be added to my overall hours spent on the clerkship for that week.

10. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

11. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.

12. Only with my Supervising Attorney’s express permission, in writing, will I use a properly redacted document as a writing sample.
13. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.

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15. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.

16. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

________________________________________
Please Print Name
SUNY BUFFALO LAW SCHOOL

AGREEMENT TO PARTICIPATE IN THE NLRB EXTERNSHIP

FALL AND SPRING

1. If I am accepted into the externship or judicial clerkship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.

2. I will work a minimum of 225 total hours for the office to which I am assigned. This work will generally be at the placement’s office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.

3. I will maintain the schedule that I work out with my externship/clerkship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/clerkship supervisor.

4. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.

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6. I will not contact any office that hosts externs or clerks concerning my application for an externship/clerkship, to arrange my own placement, to persuade an office to accept me as an extern/clerk, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or clerkships to Dawn Skopinski, Administrator of the Externship Program, or Professor Kim Diana Connolly, Vice Dean for Legal Skills.

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8. I understand that the externship/clerkship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/clerkship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.

9. I will register for, attend and complete the co-requisite class, “Topics in Labor Law,” and will attend the mandatory externship/clerkship class meeting. I understand that my attendance is a condition of my completion of the externship. I also understand that the time spent in that class meeting (but not the “Topics in Labor Law” class) can be added to my overall hours spent on the externship/clerkship for that week.

10. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

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16. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

________________________________________  _______________________
Signature                                    Date

________________________________________
Please Print Name