



EXTERNSHIP AND JUDICIAL EXTERNSHIP

COURSE LISTINGS BY AREA OF PRACTICE FOR FALL 2017

Externships provide you with the opportunity to apply your doctrinal knowledge and skills in actual practice settings. In order to make it easier for you to choose an Externship based on your interests and/or coursework concentration, we have grouped the Externships by area of law. Please note that many externships and/or agencies have multiple areas of law. So, review the entire list and carefully read the descriptions (starting on Page 8) before making your choices. The Externship descriptions remain in alphabetical order to ease your search.

Alternative Dispute Resolution

US District Court of WDNY - ADR Program

Athletics/Sports Law

Daemen College - College and University Athletic Regulations

UB – Collegiate Athletic Policy Formulation & Administration

Attorney for the Child

Children's Law Center

Legal Aid Society of Rochester

Legal Aid Bureau of Buffalo

Business Law

Western New York Law Center – Small Business Legal Clinic

Civil Legal Services

Empire Justice Center

Legal Aid Bureau of Buffalo

- Civil Unit
- Coordinated Refugee Asylee Legal Services Project

Neighborhood Legal Services

- Public Benefits Unit Externship
- Healthy Homes Externship

Center for Elder Law & Justice

- Consumer Protection
- Elder Abuse Prevention
- Grandparents Advocacy
- Guardianship Services
- Health Law and Fair Hearings

NYS Attorney General Buffalo Regional Office

Prisoners Legal Services of New York

Volunteer Lawyers Project

- Attorney of the Morning at City Court - Landlord-Tenant issues
- Family Court Help Desk
- “Say Yes!” limited scope legal services in the Buffalo Public Schools
- Unemployment
- Working with Positive Families and Individuals – health related planning

U.S. Attorney’s Office - Buffalo & Rochester Offices

Civil Rights

NYS Division of Human Rights – Administrative Law Judge

Consumer Law

Center for Elder Law & Justice – Consumer Protection

Western New York Law Center – Consumer Debt issues

Criminal Law

Assigned Counsel Program – NEW

Erie County District Attorney’s Office

- Trials Bureau
- Appellate Bureau
- Domestic Violence Bureau

Legal Aid Bureau of Buffalo

- Appeals and Post-Conviction Unit
- Criminal Defense (City Court)

Monroe County District Attorney’s Office

- General
- Special Victim’s Unit

Monroe County Public Defender

Niagara County District Attorney

Niagara County Public Defender

NYS Inspector General

U.S. Attorney's Office - Buffalo & Rochester Offices

Education Law

Buffalo Board of Education - Office of General Counsel

ERIE 1 BOCES – Policy Services

SUNY Office of University Counsel - Higher Education and Health Law

Volunteer Lawyers Project - "Say Yes!" - limited scope legal services in the Buffalo Public Schools

Environmental

NYS Attorney General's Office - Environmental Protection Bureau

Family Law (see also Attorney for the Child above)

Assigned Counsel Program – NEW

Center for Elder Law & Justice

- Elder Abuse Prevention
- Grandparents Advocacy
- Guardianship Services

Volunteer Lawyers Project

- Family Court Help desk
- Working with Positive Families and Individuals – health related planning

Health Law

Center for Elder Law & Justice

- Elder Abuse Prevention
- Guardianship Services
- Health Law and Fair Hearings

SUNY Office of University Counsel - Higher Education and Health Law

Housing Law

Neighborhood Legal Services – Healthy Homes

Center for Elder Law & Justice – Mortgage Foreclosure Prevention

Volunteer Lawyers Project - Attorney of the Morning at City Court - Landlord-Tenant issues

Immigration and Asylum law

Executive Office for Immigration Review – Immigration Court

Journey’s End Refugee Services

Legal Aid Bureau of Buffalo - Coordinated Refugee Asylee Legal Services Project

US Immigration & Customs Enforcement

Volunteer Lawyers Project – Immigration

Intellectual Property law

UB Technology Transfer (formerly STOR) – Contracts & Patents

SUNY Research Foundation – Contracts & Patents

Judicial (3Ls only) – intensive or regular

US District Court, WDNY (Buffalo and Rochester)

US Bankruptcy Court, WDNY

US Executive Office for Immigration Review – Immigration Court

NYS Court of Appeals

NYS Supreme Court, Appellate Division, 4th Department

NYS Supreme Court (Buffalo/Erie County, Lockport/Niagara County, and Rochester/Monroe County)

NYS Supreme Court Commercial Division (Buffalo/Erie County)

NYS Supreme Court Expedited Matrimonial Part (Buffalo/Erie County)

Erie County Family Court

Erie County Surrogates Court

Buffalo City Court

NYS Division of Human Rights – Administrative Law Judge

Labor and Employment Law

Buffalo Board of Education – Office of General Counsel

U.S. Equal Employment Opportunity Commission (EEOC)

Kaleida Health – NEW

NYSUT (New York State United Teachers) Legal Department – Western NY

National Labor Relations Board (Buffalo)

Public Employees Relations Board (PERB) - Administrative Law Judge

Law Library

Law Library

Legislative

NYS Assembly

Municipal Law – contracts, zoning, some labor & employment

City of Buffalo Law Department

Erie County Attorney

Niagara Frontier Transportation Authority (NFTA)

NYS Liquor Authority

Town of Wheatfield Town Attorney (Niagara County)

Tax Law

Taxpayer Advocate Service -- NEW

Volunteer Lawyers Project – Low Income Taxpayer Clinic -- NEW

EXTERNSHIP AND JUDICIAL EXTERNSHIP INSTRUCTIONS AND DESCRIPTIONS

L-882 LAW LIBRARY EXTERNSHIP – Beth Adelman **3 credits**

Law Library field placements give students enrolled in the Collaborative JD/MS Program in Law Librarianship the opportunity to gain understanding and experience in professional practice by working closely with law librarians who serve as partners to the course instructor at the Law School. Placements may be available at the local court and law firm libraries as well as the University at Buffalo Law Library. Students who are selected for a Fall or Spring placement will be required to spend a total of 135 hours on site, working under the supervision of a law librarian (the “field supervisor”). Students who are selected for a Summer placement will complete 135 hours over the span of up to 8 weeks. The specific hours of work each week will be scheduled on an individual basis in consultation between the student and the field supervisor. Regular attendance during such scheduled hours is required, and the student may NOT receive compensation for work performed as part of the field placement.

Over the course of the semester, each student is required to keep a weekly journal reflecting on his or her work experiences and to meet periodically with Vice Dean Adelman. Vice Dean Adelman will assign each student a final grade based on her periodic meetings with the student, her evaluation of the student's journal, any other written work produced in the field placement, and an evaluation by the field supervisor. Grades assigned will be “S” (Satisfactory) or “U” (Unsatisfactory).

The Law School is responsible for arranging and supervising all field placements. Students should NOT contact another law library in an attempt to solicit their own placements. Students who attempt to solicit their own field placements without permission to do so will NOT be allowed to participate in the Law Library Externship.

Students interested in being considered for placement in a Law Library Externship should submit a resume and unofficial transcript to Miranda Ashby, Law Library, Room 208 O'Brian Hall, or at msnyder2@buffalo.edu no later than one week before registration deadline. Vice Dean Adelman will make the selections for the Law Library Externships. Students will be notified by e-mail of their acceptance, site placement, and contact information.

The academic rules governing Law Library Externships can be found in University at Buffalo School of Law's —Field Placements: Policies and Procedures. **Permission of instructor is required.** Only students enrolled in the Law Librarianship Program are eligible to register for this course. Additional information on the course, including partner placement locations, will be sent to each student under separate cover. **This course fulfills the professional skills requirement.**

This externship DOES NOT fulfill the 50-hour pro bono pre-admission requirement for the New York State Bar.

THE FOLLOWING INSTRUCTIONS APPLY ONLY TO THE EXTERNSHIPS AND JUDICIAL EXTERNSHIPS LISTED BELOW:

APPLICATION DEADLINE: APRIL 7 BY 4:00 PM

ALL EXTERNS & JUDICIAL EXTERNS (in courses listed below) MUST ATTEND ONE MANDATORY EXTERNSHIP/JUDICIAL EXTERNSHIP ORIENTATION CLASS MEETING

WEDNESDAY, AUGUST 30 AT 5:00 PM OR THURSDAY, AUGUST 31 AT 8:30 AM

Course descriptions for these Externships and Judicial Externships are on the following pages. The Law School is responsible for arranging and supervising all field placements. Students should NOT contact any office in an attempt to solicit their own field placements. Students who attempt to solicit their own field placements will NOT be allowed to participate in the Externship or Judicial Externship Program.

How to apply. Students interested in being considered for placement in these Externships and Judicial Externships should print the application online (*click on Externship/Judicial Externship "Information Packet" and "Application Form" on the Records & Registration website*), or pick one up in 610 O'Brian Hall, and return it, along with the other required documents listed on the application, to Dawn Skopinski, 610 O'Brian Hall. The professor listed as the course instructor will make the selections for the Externships and Judicial Externships. Students will be notified by email of their acceptance, site placement, and contact information. Students accepted for placement in these Externships and Judicial Externships will automatically be registered with the Records and Registration in order to receive academic credit for this program. For further information, visit the Externships and Judicial Externships website at <http://www.law.buffalo.edu/beyond/externships.html>; or contact Dawn Skopinski, Externship Program Administrator, 610 O'Brian Hall, 716-645-6261; skopinsk@buffalo.edu.

Requirements. All students who are selected will be required to attend one of the two scheduled **orientation class meetings (Wednesday August 30 at 5:00 pm or Thursday, August 31 at 8:30 am; location TBA)**. For students in the Externship and Regular Judicial Externship, students will spend a total of **135 hours** on site. For students in the Intensive Judicial Externship and the NLRB Externship, students will spend a total of **225 hours** on site.

Students will work under the supervision of a member of the assigned office (the "Supervising Attorney"). The specific hours of work each week will be scheduled on an individual basis in consultation between the student and the Supervising Attorney. Regular attendance at the office during such scheduled hours is required, and the student may **NOT** receive compensation for work performed as part of an Externship or Judicial Externship.

Students will be graded on a Satisfactory/Unsatisfactory basis and will be required to submit weekly reports concerning their externships or judicial externship on line.

All Externships and Judicial Externships fulfill the professional skills requirement.

All Externships and Judicial Externships in courses listed below fulfill the 50-hour Pro Bono pre-admission requirement for the New York State Bar.

EXTERNSHIP AND JUDICIAL EXTERNSHIP COURSE DESCRIPTIONS

L-523 JUDICIAL EXTERNSHIP – INTENSIVE – Melinda R. Saran 5 credits - Third year students only

Co-requisite: Judicial Externship Skills Course (L-522) (1 credit) – Monica Piga Wallace

L-797 JUDICIAL EXTERNSHIP – REGULAR – Melinda R. Saran 3 credits - Third year students only

Both the **Intensive** and **Regular** Judicial Externship enables third year students to earn academic credit for performing law related work for judges in the various city, county, state and federal courts in the **Western New York region, which can include Niagara County and Rochester, NY.**

Judicial Externships are available in both the State and Federal courts, at the trial and appellate levels. Depending on judicial workload and requests for clerks, placements may include courts hearing general civil and criminal cases, family law matters, surrogate matters (guardianship, probate, etc.), commercial law matters, bankruptcies, immigration matters, housing matters and cases on appeal. Student placements in a particular court are at the discretion of the instructor, depending upon the placements available. However, if you wish, please indicate in your cover letter and your application form if you have a special interest or special expertise in a particular type of subject matter or court. Students who already know they will be clerking after graduation are encouraged to discuss which judicial externship would be most appropriate with the Director and Administrator of the program.

A list of all potential placements, for both **Intensive** and **Regular** Judicial Externships, include:

US District Court, WDNY (Buffalo and Rochester)

US Bankruptcy Court, WDNY

US Executive Office for Immigration Review's Immigration Court

NYS Court of Appeals

NYS Supreme Court, Appellate Division, 4th Department

NYS Supreme Court (Buffalo/Erie County, Lockport/Niagara County, and Rochester/Monroe County)

NYS Supreme Court Commercial Division (Buffalo/Erie County)

Erie County Family Court

Erie County Surrogates Court

Buffalo City Court

The **Regular** Judicial Externship enables **third-year students** to earn 3 credits for performing 135 hours of law-related work for judges.

The **Intensive** Judicial Externship enables **third-year students** to earn 5 credits for performing 225 hours of law-related work for judges. **In addition, all Intensive Judicial Externs must enroll in the “Judicial Externship Skills” (L-522) class, which is a one-credit course required for the Intensive Judicial Externship:**

L-522 Judicial Externship Skills Course (1 credit) – Monica Piga Wallace

The class day/time and location TBA.

Limited to 10 students; by permission of instructor only. Contact Dawn Skopinski for permission at Skopinsk@buffalo.edu or 645-6261. Mandatory co-requisite for Judicial Externship – Intensive (L-523); if there are openings in the course after preference is given to the Judicial Externship - Intensive students, Judicial Externship students (L-797 – 3 credits) may be admitted.

This course will help students develop the legal skills necessary to perform as successful student judicial externs. Assignments will require students to further develop and refine their research, writing, and analytical skills. Students will learn how to prepare bench memoranda, judicial opinions, and other documents typically produced by judicial law clerks. We will examine the function and role of judicial clerks, the relationship between law clerks and judges, and the ethical obligations governing judges and their clerks. Students taking this course will gain a deeper

understanding of trial and appellate court practice and become more adept at addressing complex legal questions. Because students will be simultaneously serving as judicial externs, ample time will be allotted for questions, discussion, and the exchange of workplace experiences.

**L-791 ADR PROGRAM -- US DISTRICT COURT OF WDNY EXTERNSHIP – Melinda R. Saran
3 credits – Second and third year students**

Students should have a strong interest in litigation and ADR, if possible.

Prior course work in ADR is preferred.

Students are not permitted to hold outside employment during the externship.

An interview and background investigation are required before beginning work in the office.

The Alternative Dispute Resolution Program (ADR) of the US District Court for the Western District of New York addresses the District's significant civil caseload with efforts to resolve those cases by its 90 certified federal court mediators. Students who are interested in learning about federal court litigation and the mediation process will assist in the administration of the program. The externs' duties can include: assisting with evaluation of pending civil cases to determine suitability for referral to mediation, including review of dockets, decisions and pending motions, current status, concluding with recommendation to the Administrator; assisting with evaluation of pending prisoner civil rights cases to determine suitability for referral to mediation, appointment of counsel, concluding with recommendation to the Administrator, to be followed by assisting with making video conference arrangements with prisons; drafting referral and case management orders and working on mediator selection for pending civil cases; assisting with maintenance of the program database and preparation of statistical reports; assisting with reorganization of filing system and other administrative practices and procedures; assisting with updating mediator biographies and incorporation of same into ADR program website.

**L-791 ASSIGNED COUNSEL PROGRAM EXTERNSHIP – Melinda R. Saran -- NEW
3 credits – Second and third year students**

Completion or enrollment in Evidence, Criminal Procedure and superior computer skills are preferred.

A standard non-disclosure agreement will be required.

An interview with an executive member will be required to finalize this placement.

The state of mandated defense in New York State is rapidly changing and we are looking for creative and detail oriented minds to assist us as we adapt to these changes. The Assigned Counsel Program is the sole provider of mandated representation in every court outside the city of Buffalo, and the sole provider of counsel in Violent Felony Offenses and Family Court matters in Erie County. We provide counsel in roughly 25,000 cases each year and maintain a panel of over 300 attorneys that accept assignment upon a referral from the Courts. The administrator oversees two divisions: Criminal Courts and Family Courts. Each division is supervised by deputy administrator.

The duties of an extern clerking at Assigned Counsel will include: Providing case specific research and writing upon request of panel attorneys in criminal and family court matters under the supervision of the deputy administrator; providing research in support of the development of program initiatives at the direction of the Chief Defender; and providing research in support of the Program's continuing legal education program. There will also be opportunity to assist individual panel attorneys in court proceedings, including hearings and trials. Externs will be expected and encouraged to develop relationships with panel attorneys, providing a network with a significant portion of the local bar.

**L-686 ATTORNEY FOR THE CHILD PRACTICE – Melinda R. Saran
3 credits – Second and third year students**

Preference given to those who have completed the Children and the Law course.

Field work completed at the Children’s Legal Center, Legal Aid Bureau of Buffalo Attorneys for Children Unit, or Legal Aid Society of Rochester – Attorney for the Child Program.

This externship will examine the representation of children in custody, visitation, delinquency, PINS and abuse/neglect proceedings. Theoretical analysis and practical experience will be combined to provide students with an intense introduction to matrimonial practice and Attorney for the Child work. Students will be required to complete field work at the Children’s Legal Center, Legal Aid Bureau of Buffalo Attorneys for Children Unit in downtown Buffalo, or the Legal Aid Society of Rochester Attorney for the Child Unit. The work will include observations and casework. **This class does NOT fulfill the writing requirement for the Family Law Concentration and will be graded on a pass/fail basis.**

**L-791 BUFFALO BOARD OF EDUCATION -- OFFICE OF GENERAL COUNSEL EXTERNSHIP
– Melinda R. Saran
3 credits – Second and third year students**

Students should be available to work during normal business hours.

An interview with the Buffalo Board of Education, Office of General Counsel is required to finalize this placement as well as a background check and fingerprinting.

The Office of General Counsel provides in-house representation to the Board of Education, the Superintendent of Schools and to the individual schools and administrative departments of the Buffalo City School District. The work in this office encompasses issues specific to education, such as those relating to special education, student attendance and student support, and compliance with the wide range of federal and state statutes, regulations and mandates. The work also covers the entire range of work typical in running a public corporation having several thousand employees, multiple physical plants, both owned and leased, and a vehicle fleet. This can involve issues from public bidding and contracts, to labor relations, to the management of tort and contract litigation. On occasion, the work includes intellectual property issues and immigration law.

Second and third-year law students working as externs in the Office of General Counsel can expect to be engaged in any issue current within the office at the time of the externship, with a probable concentration in labor relations. For example, externs could research the standards for appealing the decision of a labor arbitrator, be asked to develop creative strategies for the appeal of a specific decision, and also have the opportunity to work on motions and other court related papers under the direction of office attorneys. The next week, an extern could work on strategies for complying with statutory mandates relating to parent involvement in school decision making, and in processing special education material for a Freedom of Information Law request in a manner consistent with federal and state privacy laws.

**L-791 CENTER FOR ELDER LAW & JUSTICE EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students**

Center for Elder Law & Justice (CELJ) is a nonprofit civil legal services agency with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

CONSUMER PROTECTION EXTERNSHIP

CELJ represents seniors who are being harassed or sued by creditors, and provides both legal advice and representation in court. This unit also provides assistance to seniors who are victims of scams or unfair practices, and works with various government agencies to investigate whether prosecution of the perpetrator is possible. It is estimated that \$29.8 billion dollars a year is lost by seniors who are victims of exploitation or fraud. The externship will involve legal research, client interviewing, drafting answers and pleadings and accompanying the attorney in court. It may also include attending educational outreach events for the public. This is a high caseload, high energy practice area with frequent client contact and possible court contact.

ELDER ABUSE PREVENTION EXTERNSHIP

CELJ represents seniors who are victims of elder abuse, which includes physical abuse, emotional abuse, financial exploitation or neglect. More than 1,500 cases of elder abuse are reported each year in Erie County. Students will work with experienced attorneys and social workers, and the position involves interviewing clients, assisting in obtaining orders of protection, performing legal research, helping clients locate safe housing and drafting power of attorney documents and motions. This externship may also include attending outreach or educational events for the public and interacting with various government agencies. This is a high energy practice area with frequent client and court contact.

GRANDPARENTS' ADVOCACY EXTERNSHIP

Students with flexible schedules will get the most beneficial experience at this externship, in particular in going to court. Students can expect to commit to at least two half days or one full day per week.

CELJ represents grandparents, and other relatives, who seek custody or adoption of minor relatives due to the temporary or permanent inability of the parents to care for the children. Students will work with experienced attorneys to conduct client interviews, draft pleadings, accompany CLEJ attorneys to Erie County Family Court and Niagara County Family Court, appear in court as appropriate, negotiate settlements with other counsel and assist clients with accessing public benefits. This is a high caseload, high energy practice area with daily client and court contact.

GUARDIANSHIP SERVICES EXTERNSHIP

CELJ serves as a guardian for adults in the Western New York community, and this unit is a good model of the use of a combination of legal services and social work to serve clients. The externship position involves accompanying attorneys to Court and hearings, drafting correspondence, filing Court documents, calling facilities, meeting with clients at the facilities where they reside, drafting legal memoranda, and researching legal issues relative to Medicaid and Guardianship. Students will work with experienced attorneys and social workers. This is a high energy practice area with frequent client and court contact.

HEALTH LAW AND FAIR HEARINGS EXTERNSHIP

CELJ represents people in a variety of health care matters- from helping people to enroll in or become eligible for Medicare or Medicaid, appealing Department of Social Services or Medicaid/Medicare claims denials, fair hearings, financial planning for future Medicaid or Medicare needs and general client advocacy. The area of health care law is undergoing significant changes under the Affordable Care Act and expanding privatization, and the student will learn how these changes are impacting seniors in our community. This externship involves interviewing clients, aiding in the drafting of motions or memoranda, compiling evidence for hearings, attending, and perhaps conducting, fair hearings, possibly attending outreach or educational events, and interacting with various government agencies. This is a high caseload, high energy practice area with daily client and possible court contact.

MORTGAGE FORECLOSURE PREVENTION EXTERNSHIP

If court contact is desired, a Monday, Thursday or Friday commitment would be optimal.

CELJ is a partner in the Foreclosure Prevention Project of Buffalo and Western New York. They represent homeowners in foreclosure, and help people navigate the court system in an effort to help them remain in their homes. These cases involve settlement negotiation and occasional litigation. Students will work with experienced attorneys to meet with clients, draft motions, conduct legal research and accompany the attorneys to court for settlement conferences and motions. Through this externship, students can expect to learn the basic anatomy of civil litigation. This is a high caseload, high energy practice area with frequent client and court contact.

L-791 CITY OF BUFFALO LAW DEPARTMENT EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

As an extern with the City of Buffalo Law Department, the student will work closely with attorneys who specialize in various legal fields including, but not limited to, Civil Law, Municipal Law, Constitutional Law, Labor and Employment Law, Tort Law, Education Law, Real Property Actions and Proceedings Law, Freedom of Information Law, Public Officers Law and Tax Law. The position will entail legal research and writing assignments, appearances with attorneys at grievance hearings, and attendance at trials at the city, state and federal levels. The students may also have the opportunity to attend Buffalo Common Council proceedings. This externship will provide students with a unique hands-on experience with City government and its operations.

L-791 DAEMEN COLLEGE -- COLLEGE AND UNIVERSITY ATHLETIC REGULATIONS EXTERNSHIP

– Melinda R. Saran

3 credits - Second and third year students

Preference given to those who have completed the Regulation of Intercollegiate Athletics Bridge Course.

An interview with the College Athletics Regulation Office at Daemen College is required to finalize this placement.

Externs gain a practical understanding of the various regulations of intercollegiate athletics and the quasi-legal function of the NCAA Rules Compliance program. Externs will also work with the Athletics Department during its transition from Division III to Division II status within the NCAA. Externs will learn and apply NCAA regulations, which includes understanding case interpretations and various applications among different sports. Additionally, students will work on gender-equity/Title IX issues as they relate to intercollegiate athletics. Much of the work is likely to involve analyzing rules, preparing policy statements, and gathering additional information for either the NCAA or Daemen College Department of Athletics. Externs will work under the direct supervision of the Director of Athletics/Special Assistant to the President.

L-791 EMPIRE JUSTICE CENTER EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

Office Location: Rochester, New York

An interview with the Empire Justice Center is required to finalize this placement.

The Empire Justice Center is located in **Rochester, New York**, and is the only statewide, multi-issue, multi-strategy non-profit law firm focused on changing the “systems” within which poor and low income families live. Empire Justice offers a multi-strategy approach to protecting the legal rights of all New Yorkers through impact litigation, legislative and administrative advocacy and technical assistance. An extern with the Empire Justice Center will work closely with one or more of our attorneys who concentrate in various legal fields including Social Security Disability, Consumer and Community Development, Fair Credit, Foreclosure Prevention, Predatory Lending, Housing, Domestic Violence, Civil and Disability Rights, Special Education, Public Benefits, and Health and Employment. Extern duties can include: Client interviewing /intake, legal research and writing, drafting materials for policy advocacy, drafting correspondence, case investigation, and drafting legal memos.

L-791 ERIE 1 BOCES – POLICY SERVICES EXTERNSHIP – Melinda R. Saran

3 credits - Second and third-year students

Students should possess excellent researching skills.

Policy Services assists nearly 400 schools throughout New York with developing and maintaining policy and administrative manuals, and specialty manuals such as athletic and employee handbooks. The policy manuals guide the districts in their day-to-day management of school affairs such as student gender identity, wandering and elopement, and concussion protocols. The administrative manuals provide the regulations or procedures used by the districts to implement their policies. The extern will work with one or more policy coordinators to keep these manuals current based on new or revised laws, regulations, and guidance documents. His or her work may also include tracking the status of key bills and proposed legislation, and assisting coordinators in researching educational issues to help create or revise policies or regulations. Special projects dealing with educational issues may also be assigned during the externship.

L-791 ERIE COUNTY ATTORNEY EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Prior courses or experience in Employment Law is preferred.

The Attorneys in the Erie County Law Department represent the County, its administrative units, officers and employees in a wide array of legal matters, including civil rights claims, negligence actions, labor and employment disputes, child support enforcement and the prosecution of juveniles in family court. The extern would work closely with the attorneys on various matters in state and federal court, as well as matters pending before the New York State Division of Human Rights, and the U.S. Equal Employment Opportunity Commission. The student would also assist the attorneys in researching and providing legal opinions to County departments on various topics, drafting pleadings, document review on litigation files, and assistance with trial preparation. Strong writing skills are required and an interest in civil litigation would be helpful.

L-791 ERIE COUNTY DISTRICT ATTORNEY EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Must be U.S. citizen.

An interview and background investigation are required before beginning work in the office.

Strong interest in criminal law preferred.

Please indicate if you have a preference for trial level, appellate work, or would like to be placed in the Domestic Violence Bureau.

The Erie County District Attorney's Office prosecutes misdemeanor and felony crimes that occur in Erie County. As an extern, a second or third-year law student will have the opportunity to work closely with the Assistant District Attorneys in one or more bureaus. Such work will involve research and writing projects involving anything from simple questions of law to memoranda of a more involved nature. Externs will have the chance to work as support for Assistant District Attorneys conducting hearings and trials, or handling appeals. There will also be an opportunity to attend additional court proceedings, hearings and trials.

The Domestic Violence Bureau has an opportunity for an extern to be devoted to that department if the student has an interest in domestic violence prosecution.

L-791 or L-797 EXPEDITED MATRIMONIAL PART – ERIE COUNTY SUPREME COURT EXTERNSHIP OR JUDICIAL EXTERNSHIP – Melinda R. Saran
3 credits – Second and third-year students

This placement can be either an externship (for 2Ls or 3Ls) or a judicial externship (for 3Ls).

In this specialized program, student externs or judicial externs will have the opportunity to experience working in the field of matrimonial law within the Court system, dividing their time between both the contested matrimonial section with hands on experience observing court conferences, motions and hearings and the uncontested matrimonial section with hands on experience following an action from start to finish becoming well versed in all necessary paperwork to complete a divorce on default. Each student will work directly under the supervision of a Court Attorney Referee. Also, students will have the opportunity to observe other court proceedings as well.

L-791 or L-797 IMMIGRATION LAW EXTERNSHIP OR JUDICIAL EXTERNSHIP – Melinda R. Saran
3 credits – Second and third year students

Pre-requisite: Immigration Law course or equivalent experience

Must be U.S. citizen.

An interview and background investigation are required before beginning work in the office.

Strong research and writing skills required.

This placement can be either an externship (for 2Ls or 3Ls) or a judicial externship (for 3Ls).

As an extern or judicial extern with the US Department of Justice, **Executive Office for Immigration Review's Buffalo Immigration Court**, students will work under the supervision of the Judicial Law Clerk but will also have interaction with individual Immigration Judges. The types of projects assigned vary depending on the Court's docket, but generally entail research and preparation of memoranda on complex legal issues, drafting decisions on motions pending before the Court, and drafting decisions on applications for relief from removal. During the course of the externship or judicial externship, students will be able to observe removal hearings and work on cases involving several forms of relief from removal, including asylum, adjustment of status, and cancellation of removal.

PLEASE NOTE: For this externship, students will be required to work a total of 150 hours over the course of the 12-week semester, which amounts to **12.5 hours per week**. The schedule will be arranged on an individual basis with the student's supervisor.

L-791 INTELLECTUAL PROPERTY EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

CONTRACTS

UB Technology Transfer (formerly STOR) assists UB and its researchers in identifying, protecting, and licensing intellectual property. Under the supervision of UB Technology Transfer's Licensing Manager, externs will mainly be involved in drafting and negotiating contracts related to commercialization of technology invented by researchers at UB, and contracts related to industry sponsorship of research at UB.

Candidates will be exposed to technologies in the life sciences (biochemistry, biology, botany, cell biology, molecular biology, microbiology, zoology, medicine, pharmaceutical sciences, etc.), or in and physical sciences (chemistry, computer science, mathematics, physics, electrical engineering, etc.) but need not have formal scientific background. Prior exposure to patent law, contract law or entrepreneurial activity, would be advantageous. Candidates with a desire to work with intellectual property contracts are encouraged to apply.

PATENTS

UB Technology Transfer (formerly STOR) assists UB and its researchers in identifying, protecting, and licensing intellectual property. Under the supervision of UB Technology Transfer's Intellectual Property Manager, externs will mainly be involved in assessing the patentability of technology disclosures received from researchers at UB.

Candidates must have a sufficient technical background in either life sciences (biochemistry, biology, botany, cell biology, molecular biology, microbiology, zoology, medicine, pharmaceutical sciences, etc.), or in physical sciences (chemistry, computer science, mathematics, physics, electrical engineering, etc.) in order to comprehend the technology they will be assessing (minimum requirement BS, but preferably MS or PhD). Prior exposure to patent law, particularly patent searching or patent opinion work, would be advantageous. Candidates with a desire to practice intellectual property law are encouraged to apply.

RESEARCH FOUNDATION

The Research Foundation (RF) for The State University of New York (SUNY) is the largest, most comprehensive university-connected research foundation in the United States. RF supports more than \$1 billion in research activity annually, manages the SUNY research portfolio, and provides services that fuel innovation, move ideas and inventions into the marketplace and complement SUNY's efforts to cultivate entrepreneurship and revitalize the NY economy. **RF provides the Technology Transfer equivalent for all the SUNY campuses that do not have a dedicated campus technology transfer operation.**

Under the supervision of the Assistant Director of Innovation Services, the extern will learn about the specific projects being undertaken by aiding in conducting patentability and market opportunity assessments for new technology disclosures, collaborating with outside patent counsel to protect new inventions, and in structuring licenses and other legal agreements to transfer patent and IP rights.

Candidates with a scientific or technical background are preferred; but not required. Prior exposure to patent law, contract law or entrepreneurial activity also preferred.

The Assistant Director of Innovation Services works out of the Albany office, however the extern will work out of the UB Technology Transfer office. Supervision will be done via the phone, email and possibly skype.

L-791 JOURNEY'S END REFUGEE SERVICES EXTERNSHIP – Melinda R. Saran
3 credits – Second and third year students

Students should have already taken or presently be enrolled in the Immigration Law or Refugee/Asylum Law course.

Students should be self-starters, hard-working and committed to helping immigrants and refugees access legal services.

This placement has a high amount of client contact.

Proficiency in a foreign language is a plus, but not required.

Journey's End is a § 501(c)(3) not-for-profit refugee resettlement organization that provides education, housing, employment, legal and interpreting services to all refugees and immigrants, regardless of ethnicity, origin or creed.

Immigration Legal Services Program at Journey's End seeks a legal extern who can contribute to building and sustaining our legal defense program. Externs will be expected to assist with legal research, case intake and petition preparation. Extern students will also be given the opportunity to observe legal consultation with clients and hearings at Immigration Court. The Immigration Legal Services program offers representation on a variety of affirmative and defensive immigration matters including: asylum, cancellation of removal, naturalization, adjustment of status (green cards), employment authorization and family reunification/immigrant sponsorship. Our program represents immigrants from all over the world, which means the extern must be culturally sensitive and able to adapt to the client's socioeconomic status, culture and needs. Staff interpreters will be provided for case intakes that are done in Arabic, Burmese, Nepali, etc.

The legal program was launched in 2010 to fill a gap in legal services available to immigrants in the Western New York region. To date, the program has served over 150 clients by representing them in Immigration Court and at USCIS adjudicatory interviews.

L-791 KALEIDA HEALTH - LABOR & EMPLOYMENT LAW EXTERNSHIP – Melinda R. Saran -- NEW
3 credits – Second and third year students

Documentation of a negative PPD (tuberculosis skin test) within one year prior to externship is required. Externs can get this screening done through Kaleida by appointment. In addition, documentation of a flu shot or wearing of a face mask at all times in the office while at the hospital is required. Lastly, a record of all vaccinations is also required.

Externs will work under the Director of Strategic Initiatives at Kaleida Health, an attorney as well as two other attorneys in the Human Resources Department. Kaleida Health is the largest healthcare provider in Western New York, serving the area's eight counties with state-of-the-art technology and comprehensive healthcare services. Its expert, compassionate healthcare professionals are committed to providing the best possible outcomes and experience for patients and visitors. More than one million sick or injured patients choose a Kaleida Health facility annually, including Buffalo General Medical Center/Gates Vascular Institute, DeGraff Memorial Hospital, Millard Fillmore Suburban Hospital, and Women & Children's Hospital of Buffalo.

Accredited by Det Norske Veritas (DNV) Healthcare, Inc., Kaleida Health also provides important services through two long-term care facilities, over 80 outpatient clinics, including school-based health centers, and home health care through the Visiting Nursing Association of WNY, Inc. In addition, Kaleida Health's hospitals support residency training programs of the University at Buffalo School of Medicine and Biomedical Sciences, training more than 700 residents each year. Kaleida Health boasts a workforce of close to 10,000, over 7000 of which are unionized.

Student externs will assist in: the investigation of employee and union grievances, charges and complaints; interviews with and preparation of witnesses for hearings; and representation at hearings. In addition, students may be asked to conduct research, write memos and respond to issues that arise in preparation for or during collective bargaining negotiations, administrative agency hearings, NLRB Charges and the like.

Primary workplace is the Larkin Bldg, 726 Exchange, Suite 220, Buffalo, NY 14210, but will need to travel to other sites, including the hospitals as needed.

L-791 LEGAL AID BUREAU OF BUFFALO EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

APPEALS AND POST-CONVICTION UNIT EXTERNSHIP

Must have strong writing skills, and have taken a course in criminal practice, such as criminal procedure, or be enrolled concurrently in a criminal practice course. Completion of a class in evidence or equivalent classes or experience is preferable.

The Legal Aid Bureau of Buffalo, Inc. is a not-for-profit agency located in downtown Buffalo that provides legal services for indigent criminal defendants who have been convicted of felonies in Cattaraugus, Erie, Genesee and Orleans County superior courts (Supreme and County Court). The clients' convictions range from such comparatively minor crimes as criminal possession of stolen property or driving while intoxicated to and including burglary, robbery, sexual assault, and murder. The Appeals and Post-Conviction Unit of the Legal Aid Bureau, Inc. consists of a supervising attorney, a managing attorney and eleven staff attorneys, along with various support personnel. The duties of the staff attorney in each case consist of reading the transcript of the trial-level proceedings, discerning viable legal issues, researching those issues, communicating with the client about his or her case, drafting an appellate brief for filing in the Appellate Division, reviewing the District Attorney's respondent's brief, preparing a reply brief, and arguing the case before the Appellate Division.

An extern working in the Appeals and Post-Conviction Unit of the Legal Aid Bureau, Inc. would be assigned to work under the supervision of a staff attorney. The student and the staff attorney would both read the transcripts with an eye to finding viable issues for appeal. The student would be expected to research those issues and draft the statement of facts and various points in the brief; all of this written work would be reviewed and edited by the attorney. The Legal Aid Bureau, Inc. would secure a "practice order" from the Appellate Division to enable the extern to argue the case before the five-justice Appellate Division.

CIVIL UNIT EXTERNSHIP

The Legal Aid Bureau provides legal representation to indigent persons throughout Western New York. The Civil Unit assists with housing problems, family law matters, employment issues, and a range of financial well-being issues. Additionally, the Civil Unit has a number of projects concentrating on foreclosure prevention, reentry assistance, immigrant and refugee services, and veteran services.

Externs are assigned to staff attorneys and work directly with them on specific cases. Students will have the opportunity to interview clients, conduct legal research, and accompany attorneys to hearings and administrative proceedings.

THE COORDINATED REFUGEE/ASYLEE LEGAL SERVICES PROJECT (CRLS)

Through this Project, which began in July 2014, seven civil legal services partners aim to provide culturally and linguistically appropriate legal services to Refugee and Asylee Communities. Buffalo is already reaping the rewards of expanded cultural, culinary, and artistic contributions in revitalized neighborhoods through the arrival of many refugee communities. The three main goals of the CRLS Project include: 1) supporting Refugee/Asylee Community empowerment; 2) improving Legal Partners' capacity to serve refugees and asylees; 3) strengthening the network of service providers to benefit refugee and asylee communities; and 4) providing direct legal assistance to individuals and communities as a whole.

The Extern will have the opportunity to work on a variety of civil legal services issues, involving housing, family, employment, health and education, and income/consumer matters. The knowledge of a language in addition to English is particularly helpful. Opportunities will include, but are not limited to performing legal research,

interviewing clients, participating in outreach events and legal trainings, attending court appearances with staff counsel.

CRIMINAL DEFENSE UNIT EXTERNSHIP

The criminal unit provides public defense for persons being prosecuted in Buffalo City Court. The bulk of an extern's work here will be in observing Part 1 and Part 2 arraignments, felony hearings, jury selection and trials.

L-791 MONROE COUNTY DISTRICT ATTORNEY EXTERNSHIP – Melinda R. Saran

3 credits – Second and third year students

Office location: Rochester, NY

Must be U.S. citizen.

An interview and background investigation are required before beginning work in the office.

Strong interest in criminal law preferred.

Indicate if you'd like to work exclusively in the Special Victims Unit.

The Monroe County District Attorney's Office, **in Rochester**, prosecutes misdemeanor and felony crimes that occur in Monroe County. As an extern, a second or third-year law student will have the opportunity to work closely with the Assistant District Attorneys in one or more bureaus. Such work will involve research and writing projects involving anything from simple questions of law to memoranda of a more involved nature. Externs will have the chance to work as support for Assistant District Attorneys conducting hearings and trials, or handling appeals. There will also be an opportunity to attend additional court proceedings, hearings and trials. Additional responsibilities include preparing discovery, filing, listening to jail calls, and victim/witness contact.

The Special Victims Unit deals specifically with sex crimes, child abuse and elder abuse, as well as some work in the integrated domestic violence court. If you are interested in prosecution of these types of crimes indicate that you'd like to be assigned to this unit exclusively.

L-791 MONROE COUNTY PUBLIC DEFENDER EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

Office location: Rochester, New York

Students must be interested in a career as a trial attorney.

Previous courses or experience in criminal law helpful.

The Monroe County Public Defender's Office, **in Rochester**, handles criminal cases (ranging from violations to murder), and family court matters in which the litigant is entitled to assigned counsel. The Office represents indigent people through all stages from initial investigation through final appeal and employs 59 attorneys. Each year the office handles approximately 27,000 cases. An extern will be assigned to work directly with a criminal trial attorney who handles violent felony offenses and major drug crimes, but may be asked to handle assignments for other attorneys from time to time. Externs will be asked to handle in-office assignments such as legal research, contacting witnesses, and reviewing evidence in preparation for hearings and trial. Externs will also have the opportunity to work outside the office with the attorney, conducting investigations, going into the jail to meet new clients, meeting with judges, and going to court appearances.

**L-885 NATIONAL LABOR RELATIONS BOARD EXTERNSHIP – Lise Gelernter
6 credits – second and third year students**

Pre-requisite: Labor Law course or equivalent experience

An interview and background investigation are required before beginning work in the office.

The National Labor Relations Board Externship is a field placement at the National Labor Relations Board (NLRB), Region 3, located in downtown Buffalo. Each semester one to two law students will have an opportunity to earn academic credit through performing law-related work in the NLRB Student Volunteer Service Program, under guidance of an attorney, who is the field supervisor, and the Law School faculty supervisor.

The National Labor Relations Board is a federal agency that administers the National Labor Relations Act. The extern may be involved in investigating unfair labor practice charges brought against employers and unions, rendering assistance in setting up and conducting elections to determine whether or not employees want union representation, and performing research assignments.

PLEASE NOTE: The students who are selected will be required to work a total of 225 hours (approximately 18.75 hours per week) over the course of the semester on site, working under the direction of the field supervisor and other attorneys at Region 3 of the NLRB. The specific hours of work each week will be scheduled on an individual basis in consultation between the student and the field supervisor. Regular attendance at the office during such scheduled hours is required, and the student may NOT receive compensation for work performed as part of this externship.

As part of the externship, students will meet with Professor Gelernter once every 2 weeks for one hour (time to be arranged). One short writing assignment for Professor Gelernter will be required.

**L-791 NEIGHBORHOOD LEGAL SERVICES – Melinda R. Saran
3 credits – Second and third year students**

Strong research and writing skills and an interest and/or background in social justice issues is required.

Fluency in other languages is preferred, but not required.

PUBLIC BENEFITS EXTERNSHIP

An interview with Neighborhood Legal Services, Public Benefits Unit is required to finalize this placement.

The mission of Neighborhood Legal Services, Inc. is to provide free civil legal services to the low-income and disabled populations in Erie County. The Public Benefits unit's target population is one that has hit the bottom of its financial safety net. These are families and individuals who have virtually no resources left. NLS provides its clients assistance in obtaining: monthly cash assistance to provide them some income; food stamps (SNAP benefits) in order to eat; Medicaid to obtain care when they get sick; and a variety of other public benefits available for people who need them. In addition to keeping the doors of access open to applicants for assistance, Public Benefits Unit advocates stand ready to assist recipients of benefits threatened with termination.

Externs will be responsible for legal research and writing in the area of public benefits law. The extern will also have the opportunity to be involved in negotiations with our local Department of Social Services, attend coalition meetings, interview clients and community groups, draft legal materials for low-income clients and draft relevant legal memos.

HEALTHY HOMES EXTERNSHIP

Students enrolled in the Healthy Homes Externship will do distinctive, multifaceted advocacy for low-income Erie County residents most impacted by unhealthy housing. Home-based health hazards are a significant problem in Buffalo and in Erie County. High poverty rates, aging housing stock, and a high population of renters create severe health risks for families residing in substandard housing. Lead poisoning causes neurological damage, developmental delays, learning disabilities, memory loss, attention deficit, hyperactivity, behavioral disorders, and intellectual impairment. These impacts result in lost earning capacity, and increased medical and educational costs. Similarly, medical interventions related to asthma, carbon monoxide poisoning, and other home-related injuries are closely linked to substandard housing, and disproportionately impact communities of color and low-income families.

Students will work in the offices of Neighborhood Legal Services interviewing low-income tenants who have called on the Healthy Homes hotline because their landlords have not made necessary repairs. Students will receive training on landlord/tenant and housing law and on client interviewing skills. Working under the supervision of Neighborhood Legal Services attorneys, students will work to negotiate settlement agreements, conduct legal research, draft client letters and pleadings, and learn advocacy skills designed to improve housing conditions for low-income tenants.

L-791 NEW YORK STATE ASSEMBLY EXTERNSHIP – Melinda R. Saran

3 credits – Second and third year students

ASSEMBLYMEMBER MONICA PIGA WALLACE

Externs will work with Assemblymember Monica Piga Wallace, who represents parts of Western New York and who is also an attorney and UB faculty member. The work will consist of researching legal and policy-related questions and drafting memoranda and proposed legislation on various issues. Students will also interact with constituents, community advocates, and lobbyists. Students will attend and observe legislative proceedings if the assembly is in session. This is a unique opportunity to gain invaluable insight into the state legislative process.

ASSEMBLYMEMBER SEAN RYAN

Student must have a strong interest in legislative work and public policy.

Externs will work with Assemblymember Sean Ryan, who represents parts of Buffalo, and who is also an attorney. The work will consist of responding to constituent inquiries on legally-related questions, and legislative drafting and research. The subject matter will be dictated by constituent needs and the issues raised during the legislative session.

L-791 NEW YORK STATE ATTORNEY GENERAL'S OFFICE EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

Candidates must submit an online application with two references before beginning work in the office. Simultaneous employment, volunteer or clinic activities will be subject to a conflict check and approval by the AG's office

An interview and background investigation are required before beginning work in the office.

GENERAL POSITION WITH STATE COUNSEL IN BUFFALO OFFICE

Interest in federal civil litigation and constitutional issues helpful. One-third of federal cases are prisoners' complaints.

Preference is given to students who can work one full day in the office.

As an extern with the Division of State Counsel of the New York State Attorney General's Office, the students will gain a practical understanding of litigation practice, as much of the work includes conducting legal research, responding to discovery demands, drafting pleadings, motions, affidavits and memoranda of law, as well as attending client depositions, drafting interrogatories and attending court appearances with attorneys. The Division of State Counsel of the New York State Attorney General's Office defends state employees and agencies in state and federal courts.

ENVIRONMENTAL PROTECTION BUREAU IN BUFFALO OFFICE

Pre-requisite: Students should have a foundation in social justice law, environmental law, administrative law, and/or bankruptcy law. Please consult with Ms. Dawn Skopinski to determine if you are appropriately qualified at skopinsk@buffalo.edu.

This externship allows students to work with legal and science staff in the Environmental Protection Bureau of the New York State Attorney General's Buffalo Regional Office. The Buffalo EPB litigates on behalf of the public and state agencies, notably the Department of Environmental Conservation. You will become involved in hands-on litigation and learn the skills necessary to initiate, or defend, an action in Court. The Buffalo EPB is regularly involved in environmental justice and public nuisance issues, as well as state-wide and national environmental litigation. Concrete subject areas include energy, hydro-fracking, environmental waste disposal, lead poisoning, public health, air and water quality issues. You will develop legal writing and research skills, learn organization and analytical methods and work under the direct supervision of EPB attorneys.

L-791 or L-797 NEW YORK STATE DIVISION OF HUMAN RIGHTS – ADMINISTRATIVE LAW JUDGE EXTERNSHIP OR JUDICIAL EXTERNSHIP – Melinda R. Saran
3 credits – Second or third year students

Preference given to students who have taken Evidence and/or Administrative Law or have equivalent experience.

An interview with the Division of Human Rights is required to finalize this placement.

This placement can be either an externship (for 2Ls or 3Ls) or a judicial externship (for 3Ls).

The New York State Division of Human Rights (DHR) is the State agency charged with enforcing New York State's civil rights law, known as the Human Rights Law, which affords every citizen "an equal opportunity to enjoy a full and productive life." The Law protects individuals from discrimination based on their age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, military status, domestic violence victim status, arrest record, conviction record, predisposing genetic characteristics, and familial status (in housing only).

The Division prosecutes unlawful discriminatory practices. If a complaint is filed and receives a probable cause determination after investigation, the matter is sent to an administrative trial, also known as a public hearing, where the matter will be heard by the presiding administrative law judge. After the public hearing, the presiding administrative law judge prepares a recommended order that is sent to the parties for comment. Subsequently, the Commissioner considers the recommended order, and may adopt, modify, or reject, among other options, the recommended order that dismisses the complaint or finds discrimination.

The duties of an extern clerking for the Buffalo DHR Administrative Law Judge will include preparing cases before trial; performing research; observing trials; reviewing documentary and testimonial evidence after trial; assisting in the preparation of recommended orders. There will also be an opportunity to observe and participate in pretrial settlement conferences. An initial exposure to case processing, complainant interviewing, and complaint drafting will be required with the investigatory unit of the Buffalo DHR.

Students applying for this externship should be enthusiastic about learning discrimination and civil rights law, and have good analytical, legal research and writing skills.

L-791 NEW YORK STATE LIQUOR AUTHORITY EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Students cannot hold a liquor license, work or have any interest in a licensed establishment, or hold public office.

An online application submitted via the NYS Internship Portal and interview with the NYS Liquor Authority are required to finalize this placement.

The State Liquor Authority is a state agency that has two main functions: issuing licenses and ensuring compliance with the Alcoholic Beverage Control (ABC) Law for the purpose of regulating the manufacture, distribution and sale of alcoholic beverages within New York State. The Authority's Licensing Bureaus are responsible for the processing of permits and licenses required by the ABC Law. The Enforcement and Legal Bureaus work with local law enforcement agencies to uphold the law and bring administrative disciplinary actions against licensees who violate the law. The Legal Bureau consists of prosecutors who represent the agency in disciplinary cases, as well as attorneys who handle the general legal affairs of the agency.

As an extern, the law student will obtain experience performing the following tasks: reviewing and evaluating investigative reports and police referrals to determine whether disciplinary action should be taken against a licensee; under the supervision of an attorney, prosecuting disciplinary charges at administrative hearings; preparing case summaries for review by the Members of the Authority; assisting staff attorneys with other projects, such as rule-making and drafting Authority decisions, and researching in a variety of areas of law, such as criminal, administrative, ethics, contracts, FOIL, civil and appellate practice, etc.

L-791 NEW YORK STATE OFFICE OF THE INSPECTOR GENERAL EXTERNSHIP

– Melinda R. Saran

3 credits – Second and third year students

An interview and background investigation are required before beginning work in the office.

Students should be highly motivated, detail-oriented and possess excellent written and oral communication skills.

The New York State Office of the Inspector General investigates allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in State agencies within its jurisdiction. The Buffalo office generally covers State agency offices located east of Syracuse, including Rochester, Buffalo and surrounding areas.

An extern will work under the supervision of the legal staff. All case-related information and knowledge obtained in the performance of these duties will be treated as confidential information.

An extern will compile and analyze documents; conduct legal research and draft legal documents for staff attorneys; proofread and cite check; draft correspondence to other state, local and federal agencies; perform research for the entire staff, including investigators, attorneys and auditors; assist staff with miscellaneous tasks as requested; and create databases, input data and analyze the data accordingly.

L-791 NEW YORK STATE UNITED TEACHERS (NYSUT) – LEGAL DEPARTMENT – WESTERN NY EXTERNSHIP

– Melinda R. Saran

3 credits – Second and third year students

Pre-requisite: Labor or Employment Law course or equivalent experience.

An interview will be required before being placed in this office.

Student must have a demonstrated interest in Labor/Employment and Education Law.

NYSUT is the largest labor union in New York State and represents teachers, professionals and other employees primarily employed in education and the public sector, but also in other fields and the private sector. The NYSUT Legal Department brings legal actions to protect member rights and represents employees in disciplinary, judicial and administrative proceedings. The student would be asked to do research involving the Education Law, the Taylor Law, National Labor Relations Act, and a large variety of other employment law subjects; assist in drafting pleadings, discovery demands and responses, motions, and memorandum of law; and would be exposed to traditional labor relations questions, collective bargaining negotiations, and contract interpretation issues and disputes. The student will have the opportunity to accompany attorneys at disciplinary hearings, arbitrations, legal proceedings, client meetings, and litigation prep meetings.

L-791 NIAGARA COUNTY DISTRICT ATTORNEY EXTERNSHIP

– Melinda R. Saran

3 credits – Second and third year students

Office location: Lockport, New York

ONLY U.S. Citizens may apply.

An interview and background investigation are required before beginning work in the office.

Students are not permitted to hold employment at another law office that does criminal work during the externship.

Strong interest in criminal law preferred.

The Niagara County District Attorney's Office prosecutes crimes which occur in Niagara County in city and town courts and in Niagara County Court. Externs in the office will work with Assistant District Attorneys in the Lockport Office and in lower courts. Externs can observe proceedings in County Court, including hearings, trials, arraignments, and sentencings. Projects will include legal research and writing, including writing memoranda and answering motions. Externs will also work with attorneys preparing for trials or hearings, and may be able to obtain a practice order at the District Attorney's discretion.

L-791 NIAGARA COUNTY PUBLIC DEFENDER EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

Office location: Lockport, New York, approximately 25 minutes north of the UB North Campus.

Completion of or enrollment in an Evidence course, or analogous experience, is preferred.

Students are required to work on Thursdays.

An interview with the Niagara County Public Defenders Office is required to finalize this placement.

The Niagara County Public Defender's Office provides legal representation for indigent criminal defendants facing both misdemeanor and felony charges in various courts in Niagara County. Externs working at this office will get hands-on criminal defense experience by being assigned to work with staff trial lawyers on felony cases, including homicides, sex offenses, other violent acts, as well as non-violent felonies. Externs will assist the staff lawyers in reviewing and organizing case files, evaluating defenses, interviewing defendants, doing legal research, and preparing cases for the acceptance of reduced pleas and felony trials.

L-791 NIAGARA FRONTIER TRANSPORTATION AUTHORITY – GENERAL COUNSEL EXTERNSHIP

– Melinda R. Saran

3 credits – Second and third year students

ONLY U.S. Citizens may apply.

An interview, background investigation and drug test are required before beginning work in the office.

The NFTA is a public benefit corporation committed to providing efficient and professional bus, air and rail transportation services that enhance the quality of life in the Buffalo Niagara region. As an extern with the NFTA's Office of General Counsel, the student will perform research and writing projects, attend court and arbitration proceedings with the attorneys, and obtain experience in areas such as negligence litigation, labor and employment law (including the negotiation of collective bargaining agreements), aviation law, environmental compliance and litigation, landlord-tenant and real property transactions, procurement and contracting issues, condemnation and relocation proceedings, risk management and insurance, intellectual property, bonds and finance, secured transactions, commercial relationships, and corporate and legislative concerns.

L-791 PRISONERS' LEGAL SERVICES OF NEW YORK EXTERNSHIP – Melinda R. Saran

3 credits – Second and third year students

An interview with Prisoners' Legal Services of New York is required to finalize this placement.

The mission of the Buffalo office of Prisoners' Legal Services of New York is to provide high quality, effective legal representation and assistance to indigent prisoners, to help them to secure their civil and human rights, and to advocate for humane prisons and for a more humane criminal justice system.

PLSNY is a statewide organization with offices in Buffalo, Albany, Ithaca and Plattsburgh. There are ten attorneys on staff plus additional support staff, providing services to approximately 60,000 inmates confined in 70 New York State prisons. PLSNY receives and responds to thousands of requests for assistance from prisoners regarding their conditions of confinement. PLSNY investigates complaints regarding access to court, excessive force, sentencing issues, disciplinary hearings, religious expression, freedom of speech, failure to protect, medical and mental health

care, disability issues, and numerous other issues associated with conditions of confinement. The organization also assists prisoners with re-entry concerns.

Law students working at the Buffalo office of PLSNY will have the opportunity to visit clients in prison with staff attorneys, research clients' legal issues, write memorandums of law or administrative appeals, and assist attorneys in litigation. Externs will also have the opportunity to investigate claims of excessive use of force, inadequate medical or mental health care and violations of Federal law such as the Americans with Disabilities Act and the Prison Rape Elimination Act. The office is located in downtown Buffalo near both trolley and bus stops.

L-791 or L-797 PUBLIC EMPLOYMENT RELATIONS BOARD – ADMINISTRATIVE LAW JUDGE EXTERNSHIP OR JUDICIAL EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Student externs are expected to have knowledge of the New York State Taylor Law or a commitment to learning it as part of the externship.

This placement can be either an externship (for 2Ls or 3Ls) or a judicial externship (for 3Ls).

The Public Employment Relations Board (PERB) administers New York's Public Employees' Fair Employment Act (Taylor Law), which is the labor law that governs public employees in New York.

As an extern in PERB's Buffalo office, the student will work closely with Administrative Law Judges in all stages of processing improper practice charges concerning violations of the Taylor Law, including the initial intake, pre-hearing conference, and hearing. Under the supervision of an Administrative Law Judge, the student will review files, discern and research the legal issues and discuss the progress of the case at each step.

L-791 SUNY OFFICE OF UNIVERSITY COUNSEL EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Student should possess excellent research and writing skills.

The Office of University Counsel provides legal advice and representation to the University at Buffalo Academic Health Center which includes the School of Medicine and Biomedical Sciences, School of Dental Medicine, School of Nursing, School of Pharmacy and Pharmaceutical Sciences, and the School of Public Health and Health Professions.

Under the supervision of Associate Counsel, externs will be responsible for legal research and preparation of legal memoranda and other legal documents in the area of higher education law, including for example, policies and procedures applicable to students, leaves of absence, discipline, dismissal, appeals, access to records, faculty hiring, promotion and tenure, and collective bargaining issues and in the area of health law as it pertains to the Academic Health Center and its relationships with affiliated hospitals and research institutions.

L-791 TAXPAYER ADVOCATE SERVICE – Melinda R. Saran -- NEW
3 credits – Second and third year students

ONLY U.S. Citizens may apply.

An interview and background investigation are required before beginning work in the office.

Completion of at least 2 tax law courses is required.

Strong writing, research, and analytic skills are important.

The Taxpayer Advocate Service (TAS) is an independent part of the IRS that provides free advocacy assistance to taxpayers. TAS case advocates help taxpayers address federal tax issues they have not successfully been able to resolve on their own. TAS will work to resolve ANY federal tax matter a taxpayer may face, including but not limited

to: identity theft, audits, return processing, levies, employment tax, lost refunds, and penalty abatements, to name a few. Because of its breadth of service, TAS interacts with most IRS departments on a daily basis, making it an excellent place to gain an understanding of how the many divisions within the IRS operate.

The student extern, among other things, will be given shadowing opportunities to learn our intake and advocacy processes, will be asked to complete at least one special research project, will be asked to deliver a group presentation, and will assist in case intake, development, and resolution.

Student externs should have strong communication and good people-skills, an understanding of customer service, and an interest in advocacy work. TAS emphasizes good customer service. The candidate should have the ability to keep a cool head, and an empathetic, understanding attitude when dealing with taxpayers. The candidate should have taken at least one and preferably two tax courses, either from a legal or accounting perspective. TAS has to be responsive to unexpected issues that arise from filing or processing issues. The extern should be well organized and flexible, as tasks and focus may shift when the office needs to respond to these unexpected issues. We are looking for someone who is timely, reliable, and can work well with a team. Strong writing, research, and analytic skills are important. Please note, the selected intern will be trained on any required tasks, and is not expected to know everything coming in.

L-791 TOWN OF WHEATFIELD TOWN ATTORNEY EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Office location: Wheatfield, NY, Niagara County

At the Town of Wheatfield Town Attorney’s Office, in Niagara County, externs will work on the legal issues arising from future major development projects in the Town, including cutting-edge issues involving zoning and environmental law. The extern will perform research, draft memoranda, attend Town Board meetings and draft new regulations and laws.

L-791 UB – COLLEGIATE ATHLETIC POLICY FORMULATION & ADMINISTRATION EXTERNSHIP –
Helen A. Drew and Melinda R. Saran
3 credits – Second and third year students

Preference given to students who have previously taken any of Sports Law 1, Sports Law 2, Professional Contract Negotiation & Arbitration or Drug Testing in Professional Sports classes.

An interview with Senior Associate Athletic Director Kathy Twist is required to finalize this placement.

Externs research current legal and regulatory issues impacting a public university athletic department. The program emphasizes drafting and implementation of policies and protocols which reflect best practices in specific areas of concern, reflecting evolving issues impacting amateur sports entities on an ongoing basis. Examples of assignments have included: freedom of speech and association within a team context; LGBTQ best practices, and Title IX as applied to the discipline of athletes. The externship will be fluid, reflecting current topics arising in amateur sports over the course of the semester, providing cutting-edge experience with real world application.

Students will gain practical experience applying emerging law to the daily operations of the Athletic Department. Research results may be the foundation for publishable work product at the conclusion of the externship. Externs will work under the direct supervision of Professor Drew, Vice Dean Saran and Associate Athletic Director Kathy Twist.

L-791 U.S. ATTORNEY’S OFFICE EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Office locations: Buffalo and Rochester, NY

ONLY U.S. Citizens may apply.

Students are not permitted to hold outside employment during the externship.

An interview and background investigation are required before beginning work in the office.

As an extern with the U.S. Attorney's Office, the student will work for the entire office and will perform research and writing projects, as well as attend court proceedings with the attorneys.

The U.S. Attorney's Office in Buffalo is strictly a litigation office. The office represents the United States in both civil and criminal matters, with the majority of the caseload consisting of prosecuting those who violate federal laws. The office has separate divisions that prosecute narcotics and violent crimes, white collar crimes and terrorism matters. On the civil side of the house, the office defends those agencies that are sued by various individuals and entities. Since the office is a litigation office, it also has an appeals unit that prepares and argues all appeals before the United States Second Circuit Court of Appeals.

L-791 U.S. EQUAL OPPORTUNITY COMMISSION EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

Requirements: Excellent legal research and writing skills; proficiency in Lexis, Westlaw and electronic data management programs, such as CaseMap & Concordance.

An interview with the EEOC is required to finalize this placement.

A the U.S. Equal Employment Opportunity Commission (EEOC) the extern will assist the Trial Lawyer in the Buffalo office of EEOC with legal research, writing, discovery, litigation, trial preparation and planning.

EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

L-791 U.S. IMMIGRATION & CUSTOMS ENFORCEMENT EXTERNSHIP – Melinda R. Saran
3 credits - Second and third year students

ONLY U.S. Citizens may apply.

Students who have taken the Customs Broker's Licensing Exam, or plan to take the exam in the near future, will not be considered for acceptance into this externship.

An interview and background investigation are required before beginning work in the office. Interest in immigration law, customs and government services is helpful.

Taking Immigration Law prior to or concurrently with this externship is preferable, but not required.

The Buffalo Office of the Chief Counsel for Immigration & Customs Enforcement (ICE) handles removal proceedings in Immigration Court and the Board of Immigration Appeals (BIA) involving aliens encountered in the US and at the border, as arriving aliens, who are removable from the US on administrative grounds specified in section 212 or section 237 of the Immigration and Nationality Act (INA). Some of these aliens may be considered for discretionary relief from removal or may be entitled to asylum under various provisions of the INA.

As an extern with the Buffalo Office of the Chief Counsel, the selectees will conduct legal research, write legal briefs, and provide legal opinions to resolve issues addressing removability of aliens subject to administrative removal proceedings and issues involving eligibility and entitlement to relief from removal. In addition, students also will provide legal opinions and briefs in cases before the Board of Immigration Appeals (BIA). They also will provide legal opinions addressing issues raised by aliens in petitions for review from BIA decisions filed in the Second Circuit of Appeals.

L-791 VOLUNTEER LAWYERS PROJECT EXTERNSHIP – Melinda R. Saran

3 credits - Second and third year students

The Erie County Bar Association Volunteer Lawyers Project, Inc. (VLP) is a not-for-profit corporation that provides free civil legal services to low income people. At VLP, students gain valuable experience working directly with clients and their cases under the supervision of one or more VLP attorneys. There are four different VLP externships to which students may apply. Please indicate the specific externship(s) to which you are applying:

FAMILY COURT EXTERNSHIP

VLP has an attorney who works exclusively in Family Court handling child support matters and non-parent custody and visitation matters. This work is fast paced, it can be emotionally challenging, and very rewarding. The student extern will interview clients, handle legal research, draft pleadings, and accompany the attorney to court appearances. Additionally, the student extern will be trained to assist with VLP's Family Court Help Desk. At the Help Desk, the student extern will meet with pro se litigants, conduct intake to obtain necessary information to determine eligibility, develop and improve interviewing and issue spotting skills, observe courtroom proceedings, shadow experienced family law litigators, develop mentoring relationships and participate in networking opportunities.

GENERAL EXTERNSHIP

VLP handles numerous types of cases. These include divorce, child support, other family law matters, bankruptcy, debt collection defense, student loans, income tax matters, tort defense, unemployment insurance benefits, veterans' benefits, clearing title to homes, mortgage foreclosure, tax foreclosure, eviction defense, wills and estates, powers of attorney and a variety of other types of matters.

The student extern will be exposed to a wide variety of these case types and experience what it is like to work in a legal services office. The students will interview clients, provide information and referrals to clients, and handle legal research.

IMMIGRATION EXTERNSHIP

Some background in immigration law is required. This can either be from having taken one or more law school classes concerning immigration law or practical experience working with immigration law matters. Fluency in foreign languages is a plus, but not required.

VLP's Immigration Project is headed up by VLP's Supervising Immigration Attorney, who has 25 years of experience as an immigration law attorney. The student extern will handle legal research, country condition research, and be offered the chance to represent a client in an Immigration Court hearing. The student may also be involved in interviewing clients.

LANDLORD-TENANT EXTERNSHIP

VLP's Attorney of the Morning Program (AOM) provides representation to low-income tenants who are faced with evictions in Buffalo City Court. The program operates on Monday, Wednesday, and Friday mornings and on each of those days, an attorney who has been trained in landlord/tenant law is scheduled to be in the AOM. In this program, VLP lawyers meet the clients for the first time right at the courthouse. The goal is to help prevent them from becoming homeless. Law students act as coordinators of this program. They are responsible for scheduling the attorneys, reminding the attorneys of their scheduled date, making announcements in the courtroom regarding the program, performing client intake at the court house, working with the attorneys in the quick preparation and representation of cases, writing up stipulations (well over half of the cases settle in the hallway), making appropriate follow-up referrals for clients, taking care of follow-up paper work and recordkeeping back at VLP's office, and reporting to VLP's Managing Attorney on the cases handled and the operation of the program. Students not only learn to think on their feet, but they get to work with clients, the court clerks, and a wide variety of attorneys. They also have the opportunity to see the attorneys negotiating cases and arguing them in the courtroom.

LOW-INCOME TAXPAYER CLINIC – NEW

The ECBA VLP Low-Income Taxpayer Clinic provides representation, education, and advocacy to low-income taxpayers in Western New York. The Clinic, through an in-house staff attorney and volunteer attorneys, CPAs, and Enrolled Agents, provides direct representation to taxpayers in federal tax controversies. A federal tax controversy can be any situation where the IRS claims the taxpayer owes more taxes than the taxpayer filed on their return, the taxpayer is eligible for a refund of taxes paid or credits and the IRS opposes that position, or the taxpayer does not contest the amount of taxes owed, but does not have the ability to pay. Further, the tax clinic provides educational

outreach to low-income taxpayers, ESL taxpayers, and the organizations that serve those populations. Lastly, the tax clinic helps identify systemic issues in tax administration and alert the Taxpayer Advocate's Office to ensure a fair and just tax system.

The extern will receive a student practice order to represent clients directly before the IRS. The student will work matters in any number of IRS functions, including audits, collections, and appeals. They will also be expected to participate in VLP's Tax Court Calendar Call program, in which VLP provides on-site consultations and potentially representation to low-income pro se Tax Court petitioners. There will be at least one Tax Court calendar in the Spring of 2017. Preference will be given to a student who has taken Federal Income Tax and Administrative Law courses.

"SAY YES!" EXTERNSHIP

More than half of the children living in the City of Buffalo live in poverty. Significant numbers of these children attend the Buffalo Public Schools and their families face the loss of basic necessities due to a lack of access to the complex civil legal system and no representation within the legal system. VLP is partnering with Say Yes to Education Buffalo and the Buffalo Public Schools to assist these children and their families by providing free, walk-in legal clinics. The Say Yes Legal Clinics provide clients with free limited-scope civil legal assistance and referrals in the more convenient location of their children's public school.

Law student externs will have significant direct client contact while working in the Say Yes Clinics. They will conduct initial client interviews, document the client's financial eligibility and legal issues, brief the volunteer attorneys, observe the attorney-client interview, assist with legal and social service referrals, and debrief with VLP staff. Law student externs will also work with the VLP staff on development of training programs and materials; research and write substantive legal memos; engage in community outreach activities; and interact closely with Say Yes Legal Clinic partners. **The Say Yes Legal Clinics are open Monday-Thursday from 3:30 – 5:30 in four Buffalo Public Schools and the extern will be expected to staff the clinic at least two days/week, spending the remaining time at the VLP offices.**

UNEMPLOYMENT EXTERNSHIP

VLP's Unemployment Insurance Benefits Program assists individuals throughout Western New York seeking to obtain or maintain their entitlement to unemployment insurance benefits (UIB). The UIB program primarily represents clients before the NYS Department of Labor at administrative hearings and appeals. Law student externs will have the opportunity to represent a client in an administrative hearing under the supervision of the UIB staff attorney. Law students will also engage in research and writing to be used in appeal cases. This externship provides excellent client interaction, hearing preparation and litigation experience. By assisting clients with their unemployment matters, law student externs will have the chance to make a significant impact by saving the client and their family from financial crisis and the host of legal problems that follow.

WORKING WITH POSITIVE FAMILIES AND INDIVIDUALS EXTERNSHIP

VLP has two attorneys who work exclusively with HIV positive people and their families. This work can be emotionally challenging, but also very rewarding. A wide range of case types are handled. These include planning for the long term care of the clients' children, other family law matters, wills, powers of attorney, bankruptcy, debt collection defense, discrimination, confidentiality, health law and a variety of other types of matters. The student will interview clients, handle legal research, and accompany the attorneys to some Court appearances.

L-791 WESTERN NEW YORK LAW CENTER – Melinda R. Saran 3 credits - Second and third year students

The Western New York Law Center, Inc. is a not-for-profit corporation formed in 1996 after Congress restricted the types of cases that Legal Services Corporation (LSC) grantees could handle. The Center represents low-income Western New Yorkers in civil matters, emphasizing those areas restricted by LSC.

CONSUMER DEBT CLINIC

Candidates must be available during the following days and times for the duration of their externship: Tuesday evenings from 5PM to 7PM, and on Fridays from 10AM to 12PM.

Externs are strongly encouraged to argue motions, which are typically scheduled on Wednesday and Friday mornings between 9:30 - 11:30AM.

As part of the work at the Western New York Law Center, we administer the Buffalo branch of CLARO, a consumer debt program that originated in New York City, in response to the overwhelming need for legal assistance to individuals being sued for subprime automobile loans, usurious credit agreements, student loans, and other consumer issues. The extern will meet with visitors to the consumer debt clinic, interview people to gather pertinent information, conduct legal research, draft legal documents and, with attorney supervision, argue motions before local courts.

SMALL BUSINESS LEGAL CLINIC

The Clinic's mission is to promote neighborhood revitalization and socioeconomic mobility in Buffalo by providing low-income entrepreneurs and small businesses with the legal services they need in order to thrive. A student extern will conduct legal research on business entities, torts, contracts, intellectual property, licensing & permitting, zoning, and other business law topics with respect to which our clients need assistance.

Student externs should have previously taken a course in at least one of the following areas of law: employment, trademark, corporations, business taxation, securities.