

CLINIC ENROLLMENT INFORMATION
APPLICATIONS DUE: THURSDAY, OCTOBER 23, 2008.

TO: All Students Interested in Clinical Programs for **SPRING 2009 Term**
FROM: Professor Marianne Artusio,
RE: Clinical Programs
DATE: September 25, 2008

Students who wish to enroll in any clinic for the SPRING 2009 semester should file their applications as soon as possible. **APPLICATIONS ARE DUE THURSDAY, OCTOBER 23, 2008 AT 4:00 P.M.** Early applications are encouraged. Subject to minimum enrollment requirements, there will be nine clinical courses offered during the SPRING 2009 semester: the **Judicial Clerkship Clinic, the Civil Rights Litigation Clinic, the Criminal Law Clinic, the Family Law Clinic, the Civil Practice Clinic, Business, Law and Technology Clinic, the Elder Law Clinic, and the Non-Profit Law Clinic.**

The U.S. Attorney's Rotation Clinic has a separate application process. Applications for that program are due October 7th, 2008. Contact Lila Mester in the Clinic Office for details.

Class Schedule

Clinics in the day division are usually scheduled between 3:30pm and 6:20 pm on either Monday or Tuesday. The Non-Profit Law Clinic will likely be scheduled for Thursday evenings.

Application and Registration

Registration for each of the Clinics is by permission of the instructor only. The Registrar will receive a list of the students permitted to register.

Applications submitted after the deadline will be considered only if the class is not filled from the applications submitted by the application deadline. You are encouraged to file your applications as soon as possible so that acceptance decisions can be made timely. This will make your selection and registration for other courses easier.

While a student may be accepted into the Judicial Clerkship, Civil Externship Clinic or Business Technology Clinic, an interview with a supervising Judge or attorney will be necessary for placement with the individual Judge or attorney. These interviews should take place before the Fall semester begins.

You should return your applications with supporting material to Susan Kanner in the Clinic. Any questions regarding the clinical offerings should be addressed to Professor Artusio or Lila Mester. You may also consult your faculty advisor.

Course Description & Requirements

Clinical education is a method of instruction which takes students out of the classroom and into the "real world" in order to learn "lawyering." Implicit in the clinical experience is direct exposure to clients, lawyers, legal agencies, judges, courts and their processes. All Clinics explore the behavior of legal systems and institutions and educate the students in basic "lawyering" skills.

A description of each clinic, its requirements and credit allocations is presented on the Touro Law Center Website. From the home page click on "Academic Programs", then click on "Clinics". You may then click on the name of the clinic in the text or the left side of the page to view its description. At this point, instructors have not been assigned to the clinic courses, so all courses are considered TBA until the Spring 2009 schedule is published.

Prerequisites

Each clinic has separate prerequisites. Professional Responsibility is a highly preferred prerequisite for each clinical course. Family Law is a prerequisite for the Family Law Clinic. Evidence is strongly suggested as a prerequisite for the Judicial Clerkship and the Family Law Clinic. Disability Law is a pre or co-requisite for the Civil Rights Litigation Clinic and completion of Evidence and Pre-trial Litigation is preferred. Elder Law is a pre or co-requisite for the Elder Law Clinic. As a prerequisite for the Business Technology Law Externship, a student must have successfully completed Business Organizations I, Contracts I and II and must take one of the following courses as a pre or co-requisite: Cyber law, Computer Law, From Garage to IPO, Intellectual Property, Cibercrime, Privacy in the Digital Age, Licensing Intellectual Property, Patent Law, Patent Practice and or Patent Litigation. The Law of Non-Profit organizations is a required pre or co-requisite for the Non-Profit Law Clinic.

Application Information

No student will be permitted to enroll in more than one clinic or externship at the same time. However, in order to maximize the number of students who may take a clinic, and because we cannot assure that you will be accepted into your first choice, you are encouraged to apply for two or more clinics. To apply for any of the clinics, you **must submit a signed application and a resume for EACH clinic to which you have applied.** Please also submit one writing sample. Some clinics require supplementary information.

No application will be considered without all the above information.

By submitting this application, you are authorizing the Registrar's office to release your law school transcript to Professor Artusio and the faculty member teaching the course.

Selection Criteria

All students who will have completed credits equivalent to one year of full-time law school by December 31, 2008, may apply for the clinics. Factors relevant to selection for admission into the clinics include:

1. student seniority; (this factor is given significant priority)
2. the capacity of the student to satisfy professional responsibility to the clients, field placement office, or judicial system;
3. the completion of required prerequisites or of courses likely to aid in carrying out clinical assignments
4. whether the student has already taken a comparable course in the clinical legal studies curriculum;
5. the student's prior relevant experience; and
6. the student's career goals.

While there is no minimum grade point average for enrollment in the Clinics, a student on academic probation will not be eligible to enroll in a Clinic, absent extraordinary circumstances. A student's grades will be a highly significant factor for acceptance into the Judicial Clerkship Clinic and the Civil Practice Clinic.

Because of the unique nature of the clinical experience, enrollment must be limited and admission shall be with the instructor's permission only. Where appropriate, an interview with the instructor may be required.

Notification of Acceptance

Applications will be processed as quickly as possible. **The list of accepted students will be posted on or before the first day of registration.** (Late applications may be accepted – but the first selection will be made from the students whose applications were submitted by the application deadline.) If you do not know by your registration deadline whether you have been accepted, plan to register for other courses. If you are accepted, you will be permitted to add/drop the course for which you have registered without penalty.

Selecting a clinic

In deciding which clinic to choose you may consult your faculty advisor or the Professor teaching the course. Generally the in-house clinics (Family Law, Elder Law, Civil Rights and Non-Profit Law) offer you the opportunity to fulfill the role of a “student lawyer”, interviewing clients and witnesses and representing clients, both in legal proceedings and transactional matters under faculty guidance. The field placement clinics (Judicial, Business Technology Law, Criminal Law and the Civil Practice Clinic) put you in a law practice setting where you work with practicing attorneys or judges and observe and evaluate the way the placement office functions. However the experience of each clinic is unique and you may want to speak to students who have previously taken the course to gain a student's perspective.

**SPRING 2009 TOURO LAW CENTER CLINICAL PROGRAMS
GENERAL APPLICATION FORM**

Copy this form and the answer sheet for each Clinic or Rotation you apply for & include a supplement, if required. Attach a resume to each copy of the application and submit one copy of your writing sample.

NAME OF STUDENT _____

ADDRESS _____

PHONE _____ CELL _____

E-mail: _____

DIVISION: DAY EVENING FULL-TIME PART-TIME

____NUMBER OF CREDITS EARNED (By December 31, 2008) ____ EXPECTED GRADUATION DATE

LIST THE CLINICS FOR WHICH YOU ARE APPLYING IN THE ORDER OF YOUR PREFERENCE: SUPPLEMENT ATTACHED (Circle)

[1] _____ YES/NO

[2] _____ YES/NO

[3] _____ YES/NO

[4] _____ YES/NO

**HAVE YOU SUCCESSFULLY COMPLETED THE PREREQUISITES FOR EACH CLINIC? _____
IF YOU HAVE NOT TAKEN PROFESSIONAL RESPONSIBILITY, WILL YOU ENROLL
SPRING 2009 _____**

ATTACH A SEPARATE SHEET TO ANSWER THE FOLLOWING QUESTIONS.

1. **WHY DO YOU WANT TO BE IN A CLINIC?**
2. **DESCRIBE ANY RELEVANT PRIOR EXPERIENCE YOU HAVE HAD, INCLUDING OTHER PERTINENT COURSE WORK.**
3. **HAVE YOU EVER BEEN CONVICTED OF A CRIME, OR IS THERE SOME OTHER CIRCUMSTANCE IN YOUR BACKGROUND WHICH, IN CANDOR, SHOULD BE DISCLOSED BECAUSE IT MIGHT CAUSE DIFFICULTY OR EMBARRASSMENT TO THE JUDGE WITH WHOM YOU ARE PLACED (OR THE LAW CENTER) IF THE INFORMATION WERE TO COME TO LIGHT UNEXPECTEDLY? PLEASE EXPLAIN AND BE CANDID. THESE FACTS WILL NOT NECESSARILY DISQUALIFY YOU, BUT WE MUST BE ABLE TO EVALUATE THEM AND CONSULT WITH YOUR SUPERVISOR, IF APPROPRIATE.**

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 23, 2008 AT 4:00 PM
DELIVER TO SUSAN KANNER IN THE CLINIC OFFICE**

I authorize the release of my law school transcript to Professor Artusio and the faculty member teaching this course.

Signed _____

Supplement to the Application for the Judicial Clerkship

Note: Preferences can be requested, but they are not guaranteed

Name: _____

Home Phone: _____

Cell Phone: _____

STATE/FEDERAL PREFERENCE

This category concerns your option to work for a federal Judge or a state Judge. To the left of each option indicate your first and second choices:

- State Court Judge
- Federal Court Judge

TYPE OF DOCKET

This category concerns the type of caseload you would prefer to be working on. To the left of the options, indicate your first, second, third, fourth, and fifth choices:

- Trial Court, General Civil Docket
- Trial Court, General Criminal Docket
- Appellate Court
- Specialized Docket (i.e., bankruptcy, family, housing or surrogate's court, etc.)
(Specify: _____)
- Other

GEOGRAPHICAL PREFERENCE

To the left of the options, indicate your first, second, third, fourth, and fifth choices:

- Suffolk County
- Nassau County
- Staten Island
- Queens
- Bronx
- Brooklyn
- Manhattan
- Other : _____

PRIORITIES OF PREFERENCES

Since not all placements are available in all locations, indicate your first preferences (i.e., State, appellate, Bronx):

- 1)
- 2)
- 3)
- 4)

Any other information relevant to selecting a placement:

Supplement to the Application for the Criminal Law Clinic
Note: Preferences can be requested, but they are not guaranteed

Name: _____

Home Phone: _____

Cell Phone: _____

RELEVANT COURSES TAKEN:

Have you taken:

Selected Topics in Criminal Procedure

Criminal Procedure

Professional Responsibility

Evidence

Selected Topics in Criminal Justice

Criminal Law II

List any other relevant courses: _____

PLACEMENT PREFERENCES –Note: Preferences can be requested, but they are not guaranteed. Indicate your first six preferences, in order 1-6, (1 is your first preference, 2 is your second choice, etc.)

_____ Suffolk District Attorney

_____ Suffolk Legal Aid

_____ Nassau District Attorney

_____ Nassau Legal Aid

_____ Queens District Attorney

_____ Queens Legal Aid

_____ Brooklyn District Attorney

_____ Brooklyn Legal Aid

_____ Manhattan District Attorney

_____ Manhattan Legal Aid

_____ Bronx District Attorney

_____ Bronx Legal Aid

_____ Staten Island District Attorney

_____ Staten Island Legal Aid

_____ Other

PREFERENCE QUESTION:

On a separate sheet of paper, please explain why you have selected the placements you indicated above. Specifically, indicate your reasons for preferring [1] certain geographical locations and [2] a prosecution or defense office. Please feel free to add other information you think would be relevant or helpful.

Supplement to the Application for the Family Law Clinic

Name: _____

Home Phone: _____

Cell Phone: _____

Students usually work in the Family Court in Central Islip one day each week. This must be an entire day from 9:00 - 5:00 because of the demands of the Court schedule. The balance of the required hours (approximately ten per week) are devoted to work on assigned cases and will be spent in the Clinic office. Because much of our work involves public agencies, at least seven of those ten weekly hours must be scheduled before 5:00 p.m., and should include at least two blocks of three hours each.

SUCCESSFUL COMPLETION OF FAMILY LAW IS A PRE-REQUISITE FOR THIS CLINIC.

Please read and initial each item.

- _____ 1. I understand that successful completion of *Family Law* is a **prerequisite** for the Clinic. That means that I have already completed Family Law or am currently enrolled in *Family Law*. [***If not, then do not apply for this Clinic.***]

- _____ 2. I understand that I will have to appear in Suffolk County Family Court at Central Islip on the same day each week from 9:00 a.m. to 5:00 p.m. I understand that this requirement supersedes jobs, personal problems, interviews, transportation problems, etc.

- _____ 3. I understand that I will have to spend ten hours each week in the Clinic office working on my cases. I also understand that at least seven of the ten hours must be before 5:00 p.m. and at least two blocks of three hours each.

- _____ 4. I understand that to arrange available court time I may be required to take one or more evening division sections of a course instead of a day section.

Supplement to the application for the Civil Practice Clinic (2 pages)

Name: _____

Home Phone: _____

Cell Phone: _____

Please initial:

_____ I understand that the Law Center will secure placements in a law practice setting for each student enrolled in the Clinic. Preference for the type of practice setting and/or substantive area of law will be honored where possible. However, specific settings are not always available each term, so some flexibility on the students' part is expected. It will generally be necessary to attend at least one interview with a potential placement before a "match" is made. I understand that I may attend a number of interviews before selecting a placement.

_____ I will work under the supervision of an attorney supervisor who will provide the needed guidance and instruction in the placement. The supervisor will discuss my progress with the Professor and evaluate my work as part of the grading process. I must sign a written agreement covering the terms of the externship. It will also be signed by the Professor and placement supervisor.

I am interested in a placement providing legal work in one or more of the following subject matter areas:

- | | |
|-----|-----|
| (1) | (4) |
| (2) | (5) |
| (3) | (6) |

I would prefer a placement in one of the following placement settings:
(Please rank in order of preference)

Private law firm _____ Corporate legal department _____

Government office _____ Public interest organization _____

I (have) (have not) identified a possible placement.

PLACEMENT'S NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

E-MAIL: _____ PHONE: _____

Other facts/concerns that should be considered in arranging a placement:

This is what I hope to learn in my placement and the kind of experience I hope to have :
