



*Externship Program
Application Information
Spring 2012 Placements*

Important Dates for Externship Applicants

October 14, 2011	Externship packets available.
October 18, 2011	Information session from 12:20 to 1:10 p.m. in the Middle Classroom.
October 24, 2011	Applications due in room 104 by 4:00 p.m. (Please submit duplicates of your application materials for the Externship Program files.)
November 3, 2011	Students will be notified of interview selection.
November 3 – 4, 2011	Students must sign up for interview(s) or withdraw application(s) by noon on November 4.
November 7 – 15, 2011	Interviews.
November 18, 2011	Students must submit ranked preference list or withdraw application(s) by 4:00 p.m.
November 22 – 24, 2010	Students will be notified of placement selections.

THE BASICS

What is an Externship?

Externships offer students the opportunity to gain practical, legal experience for academic credit. Students earn 6 credits for work at their placement and completion of a required course component. The focus of the Externship Program is gaining practical experience and knowledge, while working in an educational environment. Placement supervisors are attorneys and judges who are committed to teaching law students and providing feedback on their work. Externs will learn from seasoned professionals, while receiving support and guidance from the Law School Supervisor to help integrate their work experience. Externships emphasize the importance of self-reflection and goal setting for legal professionals. Most externship students earn 6 credits and work at their placements approximately 18 hours per week over the course of the semester. Some judicial externs work 10 – 15 hours per week and earn 3 or 4 credits.

Who can participate?

Students who have successfully completed all first-year requirements may participate in the Externship Program. Students may not do an externship while on academic probation. Please note that some externship placements prefer to hire students who have completed specific courses, who are able to work on certain days, or who are eligible to be certified as student attorneys (3Ls).

How to choose an externship placement?

Find out all you can about the different placements by doing the following:

- Review the placement evaluations written by former externs. These are kept in a notebook in Jen Hebert's office in Room 104. [Note: At present there are no evaluations for some of the judicial externships].
- Read the enclosed descriptions of the externship placements carefully.
- Attend the externship information session.

If you have questions about particular placements or need advice about which placement may be right for you, please contact Associate Dean Abbott.

Can I create my own externship?

Yes, on a limited basis, the Law School will allow students to develop their own externship. Students who are interested in creating their own externship must meet with Associate Dean Abbott. Applications for approval of these externships must be submitted to Associate Dean Abbott for review by the Clinic and Externship Committee. When deciding to approve an application, the Committee will consider several factors, including:

- Public service component
- Geography and/or diversity
- Similarity to other externships or course offerings
- Competitive hiring process

THE APPLICATION

How do I apply?

To apply for an externship, you must submit an application to the Externship Program. You may apply to four (4) placements total. Most applications require the following materials (but be sure to check the specific application instructions for each externship):

- a. Resume – include an email address and phone number
- b. Photocopy of an official transcript (preferred) or transcript printed from MaineStreet
- c. Writing sample (suggested maximum = 10 pages)
- d. Conflict of Interest Form (last page of this packet)
- e. Cover letter addressed to placement
- f. Student certification form (if applicable)
- g. Copy of entire application for the Externship Program

You may apply to four (4) placements total.

Materials should be given to Jen Hebert in room 104, **no later than 4:00 p.m. on Monday, October 24th. Please bring with you all required copies (a set for the placement and a copy for the Externship Program). Incomplete applications will not be accepted.**

Do I have to take specific classes to be certified as a student attorney?

No. In order to be certified as a student attorney, you must have completed four semesters of law school. Although trial practice, evidence, and professional responsibility are recommended, there is no requirement that you take these classes. If you are eligible to be certified as a student attorney, please see our student attorney certification packet for more information.

What happens after I submit my application?

Your application materials will be forwarded to the placements. Do not contact placements or supervising attorneys directly to inquire about the status of your application.

Each placement will decide which students they wish to interview. Only those chosen to interview will remain under active consideration for an externship. You will be contacted via email if you have been selected for an interview. Once contacted, interview sign-up sheets will be available in Room 104, unless otherwise notified.

Most placements will be on campus to conduct 20 minute interviews of selected candidates; some placements conduct off campus interviews.

How are students selected?

Students are selected for participation based on the interview and the application materials. Students may not be selected for an externship if they have a conflict of interest with the placement. **A Conflict of Interest form (included at the back of the application packet) must be submitted with each application.**

How are students notified about placement decisions?

Students are notified of their selection for a placement via email.

Can I withdraw my application at anytime?

You will have two opportunities to withdraw your externship application. Please refer to the “Important Dates for Externship Applications” found on the inside cover of this packet for the dates when you may withdraw. Please note that students **must** notify the Externship Director of your intent to withdraw. Do not contact the placement directly.

THE EXTERNSHIP

Do I need to attend classes along with working at our placement?

Yes. If you are enrolled in a 6-credit externship, you must attend a seminar which will meet from 2:50 – 4:50 p.m. on Mondays throughout the semester. The course offers a great opportunity to learn from fellow externs and to discuss ethical and professional development issues. Externs must submit weekly time logs and several progress reports to the Program Director, as well as participate in seminar sessions. Each extern must also give a class presentation. At the end of the semester, placement supervisors will conduct a comprehensive evaluation of your work.

Students enrolled in 3 or 4-credit judicial externships must meet with their Law School supervisor at scheduled times throughout the semester.

How is the course graded?

All externships are graded on a HP/P/LP/F basis. Grades are assigned by the Law School supervisor with input from each student’s placement supervisor.

What are the benefits of working for an externship placement?

An Externship experience:

1. Allows students to develop mastery of lawyering skills in ways that are not available through regular law school course work.
2. Makes students aware of professional responsibility issues that arise in the course of representation and provide them with the tools to analyze the situation.
3. Provides students the means to become reflective practitioners, capable of learning by self-critique.
4. Allows students to develop legal skills in the context of the legal workplace.
5. Provides students an opportunity to observe different styles and practices of lawyering.

6. Sensitizes students to the need for legal services for the disadvantaged and to develop an understanding of the ways in which lawyers may perform pro bono work.

7. Gives students the opportunity to practice in settings in which they might not otherwise work and to increase their understanding of the practice of law.

Placements for Spring 2012

- Conservation Law Foundation
- Disability Rights Center
- Federal Defender's Office
- International Association of Privacy Professionals
- Maine Attorney General - Bankruptcy, Tax Litigation and Appeals
- Maine Attorney General - Child Protective Unit
- Maine Board of Bar Overseers
- Maine Department of Environmental Protection
- Maine Human Rights Commission
- Monster Worldwide, Inc.
- Pine Tree Legal Assistance
- U.S. Attorney, Appeals Division
- U.S. Attorney, Bankruptcy Division

Judicial Externships:

- Judicial Clerk/Maine District Court and Family Treatment Drug Court
- Maine Business and Consumer Court
- Standing Chapter 13 Bankruptcy Trustee for the District of Maine
- State District Court
- U.S. Bankruptcy Court
- U.S. Court of Appeals for the First Circuit

Placement Description:

CLF is New England's oldest environmental advocacy group. With offices in Boston, Providence, Montpelier and Concord, as well as its Portland office, CLF advocates for the environment through litigation and policy work. The extern will work primarily on a mix of issues related to ocean conservation, climate change, and clean water, under state and federal law. Extern will work with staff attorneys on research, drafting, and policy presentations. Schedule is flexible. Staff meetings are on Tuesdays.

Placement Location:

Portland, Maine

Placement Supervisor:

Mr. Sean Mahoney
Advocacy Center Director
Conservation Law Foundation
47 Portland Street, Suite 4
Portland, ME 04101

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Interest in environmental law
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

Disability Rights Center (DRC) is Maine's statewide protection and advocacy agency for people with disabilities. It is a non-profit corporation independent of state and federal government. DRC's mission is to enhance and promote the equality, self-determination, independence, productivity, integration, and inclusion of people with disabilities through education, strategic advocacy and legal intervention. DRC serves people who have experienced a violation of their legal or civil rights which is directly related to disability by: providing information about rights and service systems; referring people to appropriate services; representing individuals in meetings, hearings or court; providing training on rights and self-advocacy skills; and working for broad systemic change.

The DRC is looking for an extern to join our legal team of eight attorneys. The DRC's legal team's practice areas include: employment, mental health, special education and Medicaid. DRC's attorneys regularly work with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Maine Human Rights Act, and the Individuals with Disabilities Education Act (IDEA). The DRC will work with the extern to involve him/her in his/her areas of legal interest and type of experience they would like to achieve. Although the exact duties will depend on the case load at the time, the extern likely will have the following opportunities: represent clients in meetings and administrative proceedings; monitor commitment proceedings; conduct legal research and writing; participate in court litigation; and educate policy makers in the Legislature and state government. DRC is committed to working with the extern to make the experience a mutually satisfying one. 3L Externs should be certified as a student attorney.

If you have any questions or would like additional information, please see our web site at www.drcme.org or contact Staci Converse at sconverse@drcme.org or 626-2774 ext. 217.

Placement Location:

Augusta, Maine (students will be reimbursed for mileage)

Placement Supervisor:

Staci Converse, Esq.
Disability Rights Center
P.O. Box 2007
Augusta, Maine 04338-2007

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: 2L – No; 3L – Yes

Eligibility Requirements:

- Good academic standing
- Must have completed 4 semesters to be certified as a student attorney

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript
- Student attorney certification form (for 3Ls only)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Federal Defender represents those charged with crimes in U.S. District Court who are unable to afford private defense counsel. The vast majority of federal criminal defendants are indigent and represented by our office or, at times, by members of the bar who agree to accept court-appointed cases under the Criminal Justice Act. Representation spans the range of federal issues: pre-indictment target letters through post-conviction and appeal matters. The bulk of our cases are at the trial level and involve allegations of drugs, weapons, fraud or immigration matters.

Externs work on actual cases. They meet with clients, work with the Federal Defender and Assistant Federal Defenders on the theories of defense, coordinate with our investigator to obtain information. They will analyze discovery; compare government claims to what we learn ourselves, and apply existing law to these facts. Some of this work will be at the guilt phase, and much of it will be as part of sentencing. It is preferred that 3L applicants be eligible for certification under Local Rule 83.4 (U.S. District Court Student Practice Rule).

Placement Location:

Portland, Maine

Placement Supervisor:

Mr. David Beneman
Federal Defender
P.O. Box 595
Portland, ME 04112

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: Yes

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses
- Interest in criminal law preferred, but not required
- Background check

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript
- Student attorney certification form

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The IAPP is the largest association of privacy professionals in the world. IAPP members work in the emerging field of information privacy law. The IAPP serves members through a broad range of programs and products, including conference, publications, certifications, and networking events.

The extern will work closely with the IAPP research team on the development of original research on privacy, consumer protection, and public policy issues. This externship is more focused on public policy research than traditional legal research and advocacy. Students will have opportunities to have student work published in IAPP publications.

Placement Location:

Portsmouth, NH (students will be given a gas stipend)

Placement Supervisor:

Trevor Hughes
President / CEO
International Association of Privacy Professionals
Global Headquarters
170 Cider Hill Road
York, Maine 03909

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Resume
- Writing Sample
- Conflict of Interest Form
- Photocopy of official transcript (preferred)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The extern will work in the AG's Augusta office but should be available to attend Bankruptcy Court in Portland on Wednesdays. Extern will work with the AG representing Maine Revenue Services as a creditor in bankruptcy, tax litigation and appeals, and in collection matters. It is anticipated that the extern will draft bankruptcy filings, attend Bankruptcy Court, draft complaints in collection cases, obtain out-of-state judgments as well as work on motions and discovery, including depositions.

Placement Location:

Augusta, Maine; Portland, Maine

Placement Supervisor:

Ms. Pamela Waite
Asst. Attorney General
6 State House Station
Augusta, ME 04333

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: 2L – No; 3L - Yes

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses
- Interest in tax and bankruptcy preferred, but not required
- Background check

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript
- Student attorney certification form (for 3Ls only)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Child Protection Division of the Office of the Attorney General is interested in hosting one student extern at their main office in Augusta. The Extern will write at least one appellate brief for filing with Maine's Law Court under the supervision of an experienced Assistant Attorney General. This provides the student with excellent practical experience and results in a writing sample that can be used in the future (after the litigants are fully de-identified, due to the confidential nature of the proceeding). The externship also involves doing legal research and memorandum writing, on an as-needed (and sometimes urgent) basis for the trial attorneys who handle child protection litigation around the state. The extern will have the opportunity to attend court with an experienced trial attorney, and if he/she is in the third year of law school, credentialed under M. R. Civ. P. 90, may have an opportunity to appear and participate to the extent deemed appropriate by a supervising Assistant Attorney General. The extern may also be assigned to assist in preparation of educational materials for use by AAGs in presenting legal trainings for DHHS agency personal.

Placement Location:

Augusta, Maine, and sometimes Portland, Maine

Placement Supervisor:

Ms. Nora Sosnoff
Assistant Attorney General
Child Protective Unit
6 State House Station
Augusta, ME 04333

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: 2L – No; 3L - Yes

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript (preferred)
- Student attorney certification form (for 3Ls only)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

Extern will work with Bar Counsel staff to assist with the processing of Grievance complaints, the preparation of disciplinary cases, and the preparation of Continuing Legal Education presentations. This work includes significant file survey, summarizations, and occasional preparation of pleadings and other court documents. In many instances, Extern will be involved with refining the factual and documentary history of more complex cases in preparation for Commission hearings or court matters. Additionally, there is further responsibility related to special projects including, research and memorandum for the Professional Ethics Commission, the Lawyer's Fund for Client Protection, and the National Organization of Bar Counsel.

The intent is for externs/interns to attend disciplinary hearings and occasional CLE presentations. When available, Bar Counsel will pursue outside opportunities for Extern to observe depositions, motion hearings, and other related proceedings.

Placement Location:

Augusta, Maine

Placement Supervisor:

Ms. Aria eee
Deputy Bar Counsel
Maine Board of Bar Overseers
P.O. Box 527
Augusta, ME 04332-0527

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses
- Completion of Professional Responsibility course preferred, but not required

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Department of Environmental Protection's enforcement programs are coordinated by staff in the Department's Commissioner's office in Augusta. Department staff is authorized to pursue prosecution for violations of any of Maine's environmental laws in District Court pursuant to Maine Rule of Civil Procedure 80K. The Department is responsible for ensuring compliance and enforcement of Maine's environmental laws concerning air quality, water quality, land use, solid waste, hazardous waste and oil contamination. The Department resolves in excess of 100 enforcement matters each year through administrative and court ordered resolutions. The extern will primarily provide litigation support for the Department's District Court Enforcement Manager by working with Department compliance and enforcement staff to build necessary evidence in case files, and drafting pleadings, motions, and discovery requests. In addition, the extern will have the opportunity to assist in the drafting of administrative resolution agreements and to attend enforcement settlement negotiations with alleged violators.

Placement Location:

Augusta, Maine

Placement Supervisor:

Peter J. Carney
Director of Procedures & Enforcement
Maine D.E.P.
17 State House Station
Augusta, ME 04333-0017

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses
- Interest in environmental law preferred, but not required

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Maine Human Rights Commission is the Maine state agency that enforces Maine's anti-discrimination law, the Maine Human Rights Act. The Commission is a small agency, consisting of five Commissioners, an Executive Director, a Commission Counsel, a Compliance Officer, five Investigators, including a Chief Investigator, and three support positions. The Commission's Investigators have a variety of legal backgrounds, including two attorneys. The Commission has the duty of investigating, conciliating, and at times litigating discrimination cases under the Act. There are typically over 700 new discrimination complaints filed with the Commission every year. The Commission is a party to between five and ten court cases at any given time. It is also charged with promulgating rules and regulations to effectuate the Act and with making recommendations to the Maine Legislature for further legislation.

An extern with the Maine Human Rights Commission would be supervised by the Commission Counsel and would also work closely with the Chief Investigator. Approximately one-third of an extern's time would be assisting the Commission Counsel in litigating court cases, researching and drafting Commission Counsel memoranda, and assisting in researching and drafting Commission regulations and guidance. The remainder of the extern's time would be spent in the role of a Commission Investigator, handling several of her/his own cases. In this capacity, an extern would be responsible for gathering and analyzing the necessary information to conduct each investigation, participating in fact-finding conferences, and preparing written investigator's reports (reviewed and approved by Commission Counsel) in which recommended decisions are made to the Commissioners. An extern would be trained in the role of an Investigator and would be expected to become familiar with the Maine Human Rights Act and applicable regulations. Externs also would be expected to spend a portion of their time assisting individuals in drafting discrimination complaints.

Placement Location:

Augusta, Maine

Placement Supervisor:

John P. Gause

Commission Counsel

Maine Human Rights Commission

51 State House Station

Augusta, ME 04333-0051

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: 2L – No; 3L - Yes

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript (preferred)
- Student attorney certification form (for 3Ls only)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description: Monster Worldwide, Inc. is the owner and operator of Monster.com, the premier global online employment solution for people seeking jobs and the employers who need great people. Monster has evolved from a "job board" to a global provider of a full array of job seeking, career management, recruitment and talent management products and services. At the heart of this evolution has been innovation with new technology, tools and practices. New technology brings with it new legal and business risks, particularly with respect to matters of security and protection of data, and privacy of online users.

Externs will work with attorneys in the Global Privacy Office, who are responsible for managing Monster's compliance with the privacy and data protection laws that apply to Monster's business. This is an opportunity to observe the practice of law in-house by attending meetings and conference calls, documenting compliance with privacy requirements, researching legal guidance, and identifying potential privacy issues. Familiarity with privacy and technology-related concepts is preferred. **Students interested in this placement should talk with Associate Dean Abbott about arranging a flexible course schedule for the semester.**

Placement Location:

Maynard, Massachusetts

Placement Supervisor:

Gretchen Herauld
VP, Compliance and Fraud Prevention
and Deputy Chief Privacy Officer
Monster 5 Clock Tower Place, Suite 500
Maynard, MA 01754

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

Students will work with attorneys and advocates to respond to the immediate needs of individual low-income clients. Work will primarily focus on housing, consumer issues, and government benefits, or in the area of family law. This position is a great introduction to public interest and poverty law. Student responsibilities will include client intake, on-going client communication, case management, research, and other case work. Students will have the opportunity to observe staff in court and to provide representation in court.

Placement Location:

Portland, Maine

Placement Supervisor:

Frank D'Alessandro
PTLA, Inc.
88 Federal Street
P.O. Box 547
Portland, ME 04112

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: Yes (Required)

Eligibility Requirements:

- Good academic standing
- Must have completed 4 semesters to be certified as a student attorney

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript
- Student attorney certification form

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Appeals Division placement affords 2Ls or 3Ls the opportunity to significantly develop their legal writing skills and become familiar with the appeals process from reviewing the trial record to drafting the First Circuit briefs and attending oral argument.

Please note: any extern in this office must pass an extensive security clearance before beginning the externship and, like all other employees, is subject to random drug testing after beginning work.

Placement Location:

Portland, Maine

Placement Supervisor:

Ms. Margaret McGaughey
Asst. U.S. Attorney
Chief, Appeals Division
U.S. Attorney's Office
100 Middle Street, 6th Floor,
East Tower
Portland, ME 04104

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses
- Must pass extensive security clearance
- Subject to random drug testing

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript (preferred)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description:

The Bankruptcy Division will give preference to 2Ls or 3Ls who have had some classroom exposure to bankruptcy law. Extern will want to be available for Bankruptcy Court proceedings on at least one of the following days: Wednesdays (Portland), Thursdays (Augusta) or Fridays (Bangor).

Please note: any extern in this office must pass an extensive security clearance before beginning the externship and, like all other employees, is subject to random drug testing after beginning work.

Placement Location:

Portland, Maine

Placement Supervisor:

Mr. Frederick Emery
Asst. U.S. Attorney
Chief, Bankruptcy Division
U.S. Attorney's Office
100 Middle Street, 6th Floor,
East Tower
Portland, ME 04104

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: 2L – No; 3L – Yes

Eligibility Requirements:

- Good academic standing
- Must have completed 4 semesters to be certified as a student attorney
- Must pass extensive security clearance
- Subject to random drug testing

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript
- Student attorney certification form (for 3Ls only)

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Judicial Externships

Judicial Clerk/Maine District Court and Family Treatment Drug Court

2L or 3L

6 Credits

Placement Description:

This placement allows student externs to experience all aspects of a judicial district court clerkship. The extern will work under the supervision of Judge John Beliveau, primarily on child protection and family law matters. Externs may work with the Family Treatment Drug Court, which provides intensive wrap-around services for parents who are dealing with substance abuse problems in child abuse/neglect cases. Monday and Friday or Thursday and Friday is the preferred schedule for externs. Parking expenses will be reimbursed.

Placement Location:

Lewiston, Maine

Placement Supervisor:

Hon. John. B. Beliveau
Family Treatment Drug Court
Maine District Court
P.O. Box 1345
Lewiston, ME 04243

Law School Supervisor:

Sherry L. Abbott, Associate Dean for Student Services

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Conflict of Interest Form
- Resume
- Photocopy of official transcript

Program Requirements:

- 234 hours at externship placement
- Classroom component, written assignments
- Presentation

Placement Description: The Maine Business and Consumer Court has 1 externship available. The Business and Consumer Court is based in Portland but operates statewide, and focuses on providing intensive case and trial management to litigation involving business and consumer issues.

Externs will be assigned a variety of tasks associated with the work of the Business and Consumer Court, including legal research assignments and attendance at jury and non-jury trials and other court events in Portland. The externs will be supervised by one of the Business Court judges as well as by the full-time Business Court law clerk.

Placement Location:

Portland, Maine and other locations as needed

Placement Supervisor:

Honorable A. M. Horton
Justice, Maine Superior Court
142 Federal Street
P.O. Box 287
Portland, Maine 04112

Law School Supervisor:

Peter Pitegoff, Dean

Certified as Student Attorney: No

Eligibility Requirements:

- Good academic standing
- Successful completion of all first-year required courses

Application Requirements:

- Cover letter
- Writing sample
- Resume
- Photocopy of official transcript

Program Requirements:

- 10 – 15 hours of work per week
- Meet with Dean Pitegoff one or more times during the semester (at his discretion)

Placement Description:

The intern will work on a variety of interesting bankruptcy-related projects and will have an opportunity to learn first-hand about bankruptcy case administration.

Mr. Fessenden, who is a Maine Law graduate ('74) has been Standing Chapter 13 Trustee for the District of Maine since 1981. He is also the case-by-case trustee for all Chapter 12 cases in Maine, and he has served as trustee, trustees counsel, committee counsel, and debtor's counsel in cases under Chapter 7 and Chapter 11. He founded and directed the Legal Services for Maine's Elderly, Inc., and was a partner in Ranger, Fessenden & Copeland, P.A., before limiting his practice to trustee work in 1994. He has taught bankruptcy as an adjunct professor at the law school several times over the past decade. In 1996 he was a delegate to Slovakia, and in 2004 Archangel, Russia, to promote the development of modern bankruptcy systems in those countries. Mr. Fessenden is enrolled as a mediator on the State of Maine Court ADR civil panel and also serves as a bail magistrate for the State of Maine criminal courts.

Placement Location:

Brunswick, Maine

Placement Supervisor:

Peter C. Fessenden
Standing Chapter 13 Trustee – District of Maine
P.O. Box 429
14 Maine Street, Suite 307
Brunswick, ME 04011-0429

Law School Supervisor:

Lois Lupica, Professor of Law

Certified as Student Attorney: 2L – No; 3L – No

Eligibility Requirements:

- Good academic standing
- Secured Transactions and Bankruptcy preferred

Application Requirements:

- Cover letter
- Writing sample
- Resume

Program Requirements:

- 10 – 15 hours of work per week;
- Schedule and attend up to four meeting during the semester with Professor Lupica, and perhaps one with both Judge Haines and Professor Lupica;
- Prepare and submit to Professor Lupica four reports describing work done; and
- Turn in written work product to Professor Lupica at the end of the semester.

Placement Description:

The externs work on a variety of matters, such as legal research and writing. Externs will primarily be responsible for assisting Chief Judge Charles C. LaVerdiere and other District Court judges with pending cases (legal research and writing) and with administrative projects as directed. The externs will also have an opportunity to observe proceedings.

This is an excellent opportunity to learn about the workings of a state trial court.

Placement Locations:

Augusta and Portland, Maine (one extern in each location)

Placement Supervisor:

Hon. Charles C. LaVerdiere, Chief Judge
Maine District Court
65 Stone Street
Augusta, ME 04330-522

Law School Supervisor:

Peter Pitegoff, Dean

Certified as Student Attorney: 2L – No; 3L – No

Eligibility Requirements:

- Good academic standing

Application Requirements:

- Cover letter
- Writing sample
- Resume
- Photocopy of official transcript

Program Requirements:

- 10 – 15 hours of work per week
- Meet with Dean Pitegoff one or more times during the semester (at his discretion)

Placement Description:

The extern will serve as a clerk to the Bankruptcy Court, performing tasks such as conducting legal research and writing. The extern will have use of the court's facilities as well as ample opportunity to be in court during various types of hearings, subject to the student's law school class schedule.

Placement Location:

Portland, Maine

Placement Supervisor:

Hon. James B. Haines, Jr.
United States Bankruptcy Court-District of Maine
537 Congress Street, 2nd Floor
Portland, ME 04101

Law School Supervisor:

Lois Lupica, Professor of Law

Certified as Student Attorney: 2L – No; 3L – No

Eligibility Requirements:

- Good academic standing
- Must pass extensive security clearance, including fingerprinting
- Subject to random drug testing
- Preference will be given to applicants who have taken the course in bankruptcy (or will be taking in the spring).

Application Requirements:

- Cover letter
- Writing sample
- Resume
- Photocopy of official transcript

Program Requirements:

- 10 – 15 hours of work per week;
- Schedule and attend up to four meetings during the semester with Professor Lupica, and perhaps one with both the Trustee and Professor Lupica;
- Prepare and submit to Professor Lupica four reports describing work done; and
- Turn in written work product to Professor Lupica at the end of the semester.

Placement Description:

This 4-credit externship is available in both the fall and spring semesters, and is supervised by Dean Peter Pitegoff. Up to four students are selected, and each spends a single semester as an extern (no more than two externs in each semester). The externs selected are responsible for working out among themselves whether they will serve during the fall or spring semester. Preference is usually given to 3Ls, but any student who has completed at least two full semesters of law school is eligible.

The externs work on a variety of matters but are responsible primarily for assisting Judge Lipez prepare for oral argument. The successful applicants work approximately 15 hours each week and are ineligible to serve as a postgraduate clerk for Judge Lipez. Students with strong academic credentials are encouraged to apply.

Note: Applications for the externship are collected in late June, and Judge Lipez selects the externs during the summer for both the following fall and spring semesters. Application details will be announced during the spring semester.

Placement Location: Portland, Maine

Placement Supervisor:

Hon. Kermit V. Lipez
United States Court of Appeals for the First Circuit
537 Congress Street, 2nd Floor
Portland, ME 04101

Law School Supervisor:

Peter Pitegoff, Dean

Certified as Student Attorney: 2L – No; 3L – No

Eligibility, Application, and Program Requirements:

Announced during the spring semester.

EXTERNSHIP PROGRAM

Conflict of Interest Form

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

The purpose of this form is to determine if there are any real or potential conflicts of interest which would jeopardize the right of your clients to your loyalty and to the representation to which they are entitled or which would interfere with the appropriate needs of placements to protect confidential workplace information. Therefore, please take your time to answer these questions thoughtfully and completely:

1. Have you ever worked or volunteered at a law firm, legal services office, government agency or with a judge or hearing examiner prior to enrolling in this externship?

[Yes] [No]

2. If yes, where have you worked? [List **all**, starting with most recent. Give dates and locations.]

3. On what type of cases did you work at each location?

4. Are you presently employed or volunteering at any of the offices listed in Question #1 or are you planning on being employed or volunteering at any office during the semester or upon graduation?

[Yes] [No]

5. If yes, where are you (or will you be) employed or volunteering?

6. On what types of cases are you presently working?

EXTERNSHIP PROGRAM

Conflict of Interest Form

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

The purpose of this form is to determine if there are any real or potential conflicts of interest which would jeopardize the right of your clients to your loyalty and to the representation to which they are entitled or which would interfere with the appropriate needs of placements to protect confidential workplace information. Therefore, please take your time to answer these questions thoughtfully and completely:

7. Have you ever worked or volunteered at a law firm, legal services office, government agency or with a judge or hearing examiner prior to enrolling in this externship?

[Yes] [No]

8. If yes, where have you worked? [List **all**, starting with most recent. Give dates and locations.]

9. On what type of cases did you work at each location?

10. Are you presently employed or volunteering at any of the offices listed in Question #1 or are you planning on being employed or volunteering at any office during the semester or upon graduation?

[Yes] [No]

11. If yes, where are you (or will you be) employed or volunteering?

12. On what types of cases are you presently working?

EXTERNSHIP PROGRAM

Conflict of Interest Form

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

The purpose of this form is to determine if there are any real or potential conflicts of interest which would jeopardize the right of your clients to your loyalty and to the representation to which they are entitled or which would interfere with the appropriate needs of placements to protect confidential workplace information. Therefore, please take your time to answer these questions thoughtfully and completely:

13. Have you ever worked or volunteered at a law firm, legal services office, government agency or with a judge or hearing examiner prior to enrolling in this externship?

[Yes] [No]

14. If yes, where have you worked? [List **all**, starting with most recent. Give dates and locations.]

15. On what type of cases did you work at each location?

16. Are you presently employed or volunteering at any of the offices listed in Question #1 or are you planning on being employed or volunteering at any office during the semester or upon graduation?

[Yes] [No]

17. If yes, where are you (or will you be) employed or volunteering?

18. On what types of cases are you presently working?

EXTERNSHIP PROGRAM

Conflict of Interest Form

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

The purpose of this form is to determine if there are any real or potential conflicts of interest which would jeopardize the right of your clients to your loyalty and to the representation to which they are entitled or which would interfere with the appropriate needs of placements to protect confidential workplace information. Therefore, please take your time to answer these questions thoughtfully and completely:

19. Have you ever worked or volunteered at a law firm, legal services office, government agency or with a judge or hearing examiner prior to enrolling in this externship?

[Yes] [No]

20. If yes, where have you worked? [List **all**, starting with most recent. Give dates and locations.]

21. On what type of cases did you work at each location?

22. Are you presently employed or volunteering at any of the offices listed in Question #1 or are you planning on being employed or volunteering at any office during the semester or upon graduation?

[Yes] [No]

23. If yes, where are you (or will you be) employed or volunteering?

24. On what types of cases are you presently working?
