



**EXTERNSHIP AND JUDICIAL EXTERNSHIP
INSTRUCTIONS AND DESCRIPTIONS**

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

APPLICATION DEADLINE: WEDNESDAY APRIL 7 AT 5 PM

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

Wednesday, September 1 at 8:30 am OR at 5:00 pm

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 complete the Joint Experiential Program Application, available at: <http://www.law.buffalo.edu/beyond/experiential-opportunities-application.html>, along with the other required documents listed on the application. *Once you submit your application, you will be prompted to sign up for a meeting via Zoom to review and discuss your application with Ms. Dawn Skopinski.* 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 receive a permission number to register with the Records and Registration Office 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 Ms. Dawn Skopinski, Externship Program Administrator, at 716-645-6261 or skopinsk@buffalo.edu.

Requirements. All students who are selected will be required to attend one of the two scheduled **orientation class meetings (Wednesday, September 1 at 8:30 am or at 5:00 pm – remote/room 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, 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 assignments concerning their externships or judicial externship on line.

All Externships and Judicial Externships fulfill the professional skills requirement.

All Externships and Judicial externships should qualify to meet the 50 hour Pro Bono Admission requirement to the New York State Bar, except where specifically noted. The final decision is always up to the Appellate Division to which you apply for admission.

Externships which **do not qualify for the 50 hour Pro-Bono Admission requirement are labeled as such. These externship have been vetted with the NYS Courts Pro Bono Office which rendered this opinion. For more information, please see:**
http://ww2.nycourts.gov/sites/default/files/document/files/2018-07/FAQsBarAdmission_0.pdf

EXTERNSHIP AND JUDICIAL EXTERNSHIP COURSE DESCRIPTIONS

L-523 JUDICIAL EXTERNSHIP – INTENSIVE – Michael F. Higgins
5 credits - Third year students only

Co-requisite: Judicial Externship Skills Course (L-522) (1 credit) – Jennifer Phillips

L-797 JUDICIAL EXTERNSHIP – REGULAR – Michael F. Higgins
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:

Buffalo City Court

Erie County Family Court

Erie County Surrogate's Court

NYS Court of Appeals (Buffalo)

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

NYS Supreme Court, Appellate Division, 4th Department (Buffalo)

NYS Supreme Court Commercial Division (Buffalo/Erie County)

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

US Bankruptcy Court, WDNY

US District Court, WDNY (Buffalo and Rochester)

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 Wallace

Meets every other Wednesday 6:30-8:30; remote/room 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 ASSIGNED COUNSEL PROGRAM EXTERNSHIP – Michael F. Higgins
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 – Michael F. Higgins
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
– Michael F. Higgins
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 – Michael F. Higgins
3 credits - Second and third year students

CONSUMER PROTECTION EXTERNSHIP

CELJ represents seniors who are 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 almost \$30 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. CELJ is a nonprofit civil legal services agency serving eleven Western New York counties with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

ELDER ABUSE PREVENTION EXTERNSHIP

CELJ represents seniors who are victims of elder abuse, including physical abuse, emotional abuse, financial exploitation, sexual abuse or neglect. Elder Abuse is severely underreported, with only 1 out of every 24 cases coming to light. Students will work closely with experienced attorneys and social workers. The position involves interviewing clients, assisting in obtaining orders of protection, performing legal research, helping clients locate safe housing, using the legal system to help clients recover stolen assets, and drafting/reviewing 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. CELJ is a nonprofit civil legal services agency serving eleven Western New York counties with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

GUARDIANSHIP SERVICES EXTERNSHIP

CELJ serves as guardian for adults in the Western New York community. This unit represents the collaboration between legal services and social work in order 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. CELJ is a nonprofit civil legal services agency serving eleven Western New York counties with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

HEALTH CARE ADVOCACY EXTERNSHIP

CELJ represents people in a variety of health care matters- from helping people become eligible for Medicare or Medicaid, appealing Department of Social Services or Medicaid/Medicare claim 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 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, 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. CELJ is a nonprofit civil legal services agency serving eleven Western New York counties with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

KINSHIP CARE LEGAL SERVICES EXTERNSHIP

Students with flexible schedules will receive the most beneficial experience from this externship due to the high amount of court contact. Students can expect to commit 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 CELJ 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. CELJ is a nonprofit civil legal services agency serving eleven Western New York counties with a mission to promote equal access to justice and assure that our clients may live independently and with dignity.

LONG TERM CARE RESIDENT ADVOCACY EXTERNSHIP

Students looking for impact advocacy and intense research experience will receive the most benefit from this position. This position requires students with strong research and writing skills.

The Long Term Care Program (LTCP) serves as an effective advocate and resource for older adults and persons with disabilities who live in nursing homes, assisted living, and other licensed adult care homes. Through regular visits to facilities by staff, the program investigates and mediates complaints, monitors residents' care and quality of life, and provides public education for clients and families. Externs will perform in-depth research and assist with an advocacy and education campaign for the LTCP.

MEDLAW PARTNERSHIP OF WNY

MedLaw is a medical-legal partnership between the Center for Elder Law & Justice (CELJ), the Erie County Medical Center (ECMC), and Western New York Breast Health. The purpose of this collaboration is to unite the legal community and the healthcare community in order to tackle complex legal issues faced by individuals. Generally, clients of MedLaw are also battling serious illnesses or injuries. You will be working out of CELJ's satellite office located at ECMC, a county hospital, which allows easy access for MedLaw staff to meet with clients, even if they are hospitalized.

By working with MedLaw you will:

- have frequent exposure to clients allowing you to hone your inquiry and investigation skills;
- participate in community at outreach events;
- draft legal documents;
- participate in working on cases and discussing case strategy; and
- the opportunity to learn about multiple areas of law including: wills and basic estate planning, advance planning for substitute decision making, employment law, health insurance issues, housing issues, and much more.

MORTGAGE FORECLOSURE PREVENTION EXTERNSHIP

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. A Monday, Thursday or Friday commitment is optimal if court experience is desired. This is a high caseload, high energy practice area with frequent client and court contact.

SURROGATE'S COURT HELPDESK

The Surrogate's Court Help Desk placement will provide a student with the opportunity to be at the Erie County Surrogate's Court on an almost-daily basis, and gain an understanding of New York Surrogate's Court Practice and Procedure. The Help Desk is open Tuesday through Friday mornings, as well as Wednesday afternoons. The student will work with an attorney to provide legal assistance to unrepresented persons involved in Surrogate's Court matters. The student will also obtain experience in pro bono service, methods of delivery of legal aid, and help desk administration and management. This opportunity is ideal for a student considering employment in Elder Law,

Estates, Trusts, Guardianships, Adoptions, and/or general practice, or for students who are interested in a career in public service or working for a not-for-profit organization. This externship will fulfill the 50-hour pro bono pre-admission requirement for the New York State Bar.

L-791 CITY OF BUFFALO LAW DEPARTMENT EXTERNSHIP – Michael F. Higgins
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 DEPARTMENT OF VETERANS AFFAIRS – OFFICE OF GENERAL COUNSEL – Michael F. Higgins
3 credits – Second and third year students

You do not have to be a U.S. citizen in order to qualify for this externship. However, if you are not a U.S. citizen, you must be able to provide a copy of a visa prior to accepting the assignment.

An interview with the Office of General Counsel at the Department of Veterans Affairs is required to finalize this placement.

The Office of General Counsel for the Department of Veterans Affairs represents and provides legal services to the Veterans Hospital Administration, Veterans Benefits Administration, Veterans Cemetery Administration and other staff offices of the Department. We represent the interests of the Agency and our mission is to serve the best interests of veterans. The primary legal focus will be Employment and Labor Law as well as general legal advice concerning all aspects of health care law.

The selected candidate can anticipate performing some, many or all of the following tasks:

- Legal research
- Drafting memoranda
- Drafting motions and pleadings
- Legal summaries and analysis of investigations
- Case management/processing functions
- Client communication
- Administrative proceeding observation and assistance

L-791 DAEMEN COLLEGE -- COLLEGE AND UNIVERSITY ATHLETIC REGULATIONS EXTERNSHIP
– Michael F. Higgins
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 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, reviewing contracts and gathering additional information for either the NCAA or Daemen College Department of Athletics. Externs will work under the direct supervision of the Assistant Athletics Director for Compliance.

L-791 EMPIRE JUSTICE CENTER EXTERNSHIP – Michael F. Higgins

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.

CRIME VICTIMS LEGAL NETWORK

New to the Empire Justice Center is a statewide team working on the Crime Victims Legal Network (CVLN) project. The CVLN is a partnership of organizations working to connect victims of crime to civil legal information, resources, and assistance through the use of technology, *NY Crime Victims Legal Help* (<https://crimevictimshelpny.org/>).

While actively participating in the overall CVLN project team, primary responsibilities include assisting in the development of legal content for the CVLN’s website; researching and drafting information specific to the needs of certain victim populations, such as LGBTQ+ victims, victims with disabilities, secondary victims, and victims on college campuses; finding legal and non-legal resources to address the needs of these populations; assisting in the development of training material from crime victim attorneys on a variety of substantive law matters; and helping to develop and distribute community education materials.

Strong research and writing skills required. Students bi-lingual in one of the top languages spoken in New York State would be helpful.

L-791 ENTREPRENEURIAL LAW CENTER EXTERNSHIP – Michael F. Higgins

3 credits - Second and third year students

Matthew Pelkey of the Entrepreneurial Law Center will supervise the placements.

This Externship does not count toward your 50 Hour Pro Bono Bar Admission Requirement.

Participating organizations may require interviews before finalizing this placement. Experience and/or coursework in this area may be required as a pre-requisite. Placement with a particular participating organization is not guaranteed. Participating organizations at this time include: 43 North, Launch NY, Kavinoky Cook LLP, and NCT Ventures.

Externs will work with organizations throughout the startup ecosystem. The program will include but are not limited to exposure to both legal and related business issues that companies face in a high-growth context. Externs will participate in early stage equity transactions, due diligence, research, and portfolio management with organizations like 43 North and affiliated companies, Launch NY, startup focused law firms and venture capital firms. This externship will provide students with unique business transactional experience in a fast growing sector.

L-791 ERIE COUNTY ATTORNEY EXTERNSHIP – Michael F. Higgins

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 – Michael F. Higgins
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 ERIE COUNTY LABOR RELATIONS EXTERNSHIP – Michael F. Higgins
3 credits—Second and third year students

An interview with the Erie County Labor Relations Office is required to finalize this placement.

Experience working on employment and labor law in a large government agency with multiple unions, departments and management levels. Improve your administrative law, develop hearing and collective bargaining skills while observing how this system works.

Externs will work with the Commissioner and the Deputy Director of Labor Relations for Erie County. Students will assist in: the investigation of employee grievances and Executive Law/SDHR and EEOC hearings; interviews with and preparation of witnesses for grievance and arbitration hearings and discrimination hearings; and attendance with input at grievance and arbitration hearings and administrative hearings. In addition, students may be asked to conduct research, write memoranda of law and respond to issues that arise in preparation for or during collective bargaining negotiations.

L-791 or L-797 EXPEDITED MATRIMONIAL PART – ERIE COUNTY SUPREME COURT EXTERNSHIP OR JUDICIAL EXTERNSHIP – Michael F. Higgins
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 INTELLECTUAL PROPERTY EXTERNSHIP – Michael F. Higgins
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 – Michael F. Higgins
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 – Michael F. Higgins
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.

This Externship does not count toward your 50 Hour Pro Bono Bar Admission Requirement.

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 – Michael F. Higgins
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 LEGAL AID SOCIETY OF ROCHESTER -- Michael F. Higgins

3 credits – Second and third year students

The Legal Aid Society of Rochester provides direct legal services across several different practice areas to low and moderate income residents in Greater Rochester & Monroe County. As interns/externs at the Legal Aid Society, students will gain hands on legal experience and direct exposure to courts and administrative agencies.

Special consideration will be given to candidates with prior public interest experience and/or plan to pursue a career in public interest.

An application and interview are required for all units to finalize placement.

ATTORNEY FOR THE CHILD

Provides representation to children ages birth through 21 in Family Court proceedings, including custody, child abuse and neglect, juvenile delinquency and PINS. Extern duties include interviewing clients, researching and drafting memoranda and orders, assisting with preparation of trials and hearings, filing, copying and attending court appearances.

EDUCATION LAW UNIT

Provides representation to children K-12 and their parents related to their rights in school, from general education due process rights to special education civil rights. Extern duties include researching and drafting memoranda, assisting with projects, copying, filing and assisting with hearing preparation.

FAMILY LAW UNIT

Provides representation to adults in Supreme and Family Court including divorce, family offense proceedings, child support and custody. In this unit, law students are able to appear in court under a practice order with attorney supervision. Extern duties include interviewing clients, researching and drafting memos and orders, assisting with preparation of trials and hearings, filing, copying and attending court appearances.

HOUSING AND CONSUMER LAW UNIT

Provides representation in bankruptcy proceedings, foreclosure proceedings, evictions, real estate transactions and consumer credit matters. In this unit, law students are able to appear in landlord tenant court under a practice order with attorney supervision. Extern duties include interviewing clients, researching and drafting memoranda, data entry, filing, copying, assisting with projects and attending court appearances.

IMMIGRATION UNIT

Provides representation in removal proceedings, family unit petitions, and immigration consequences of criminal charges. Extern duties include interviewing clients, drafting memoranda, researching country conditions, and attending hearings.

L-791 MONROE COUNTY DISTRICT ATTORNEY EXTERNSHIP – Michael F. Higgins

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 – Michael F. Higgins
3 credits - Second and third year students

Office location: Rochester, NY

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-791 NEIGHBORHOOD LEGAL SERVICES – Michael F. Higgins
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.

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.

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.

L-791 NEW YORK STATE ATTORNEY GENERAL'S OFFICE EXTERNSHIP – Michael F. Higgins
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

Office locations: Buffalo and Rochester, NY

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

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

Office location: Buffalo, NY

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 NEW YORK STATE DIVISION OF HUMAN RIGHTS – Michael F. Higgins
3 credits – Second and third year students

Office location: Work remotely with the Central Office in the Bronx, and regional offices located across the State, including Buffalo and Rochester.

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

The New York State Division of Human Rights is the law enforcement agency charged with enforcing New York State's anti-discrimination law, known as the Human Rights Law. There are a number of challenging extern opportunities at the Division.

Externships at the Division are available on a year-round basis. At this time, the program is virtual. Externs will receive training to access the Division's secure virtual environment.

The Division offers interested students exciting opportunities to participate in the processing of discrimination complaints and observe first-hand how the Division investigates, prosecutes, and conducts hearings to determine if discriminatory conduct in violation of New York State law has occurred.

Externs will have the opportunity to attend a series of virtual lunch and learn events with several speakers from the field of civil rights.

L-791 NEW YORK STATE LEGISLATIVE EXTERNSHIP – Michael F. Higgins
3 credits – Second and third year students

ASSEMBLYMEMBER KAREN MCMAHON

Externs will work with Assemblymember Karen McMahon, who represents parts of Western New York and who is also an attorney. Externs will assist in constituent services, as well as perform occasional research and otherwise participate in the legislative functions of the District Office.

ASSEMBLYMEMBER MONICA P. 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 cutting-edge 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.

SENATOR SEAN M. RYAN

The legal extern will work directly with the Senator, his Chief of Staff, and his Legislative Director. The legal extern will be responsible for legal and legislative research, and will assist with drafting legislation and letters relevant to New York's 60th Senate District. They will also attend meetings with, and on behalf of the Senator. They will be expected to become familiar with the legislative process of New York State. The extern may receive a long term research project to be completed by the end of the term. Some issue areas important to Senator Ryan include: fair economy, fair wages, affordable housing, labor, environmental sustainability and protection.

L-791 NEW YORK STATE LIQUOR AUTHORITY EXTERNSHIP – Michael F. Higgins
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

– Michael F. Higgins

3 credits – Second and third year students

An online application submitted via the NYS Internship Portal, interview and background investigation are required to finalize this placement.

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

– Michael F. Higgins

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.

This Externship does not count toward your 50 Hour Pro Bono Bar Admission Requirement.

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

– Michael F. Higgins

3 credits – Second and third year students

Office location: Lockport, NY

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 sentencing. 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 FRONTIER TRANSPORTATION AUTHORITY – GENERAL COUNSEL EXTERNSHIP

– Michael F. Higgins

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 – Michael F. Higgins

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 – Michael F. Higgins

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 GENERAL COUNSEL EXTERNSHIP – Michael F. Higgins

3 credits - Second and third year students

Student should possess excellent research and writing skills.

The Office of General 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 – Michael F. Higgins

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 two 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 – Michael F. Higgins
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 Michael F. Higgins
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.

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 and the Associate Athletic Director at UB.

L-791 U.S. ATTORNEY’S OFFICE EXTERNSHIP – Michael F. Higgins
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 – Michael F. Higgins
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.

At 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 – Michael F. Higgins
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 – Michael F. Higgins
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 five different VLP externships to which students may apply. Please indicate the specific externship(s) to which you are applying:

FAMILY COURT EXTERNSHIP

Office locations: Help Desk in Erie County Family Court, Buffalo, New York operates Monday through Friday from 11:15 am to 2:15 pm; Help Desk in Niagara County Family Court, Niagara Falls, New York operates Wednesdays only from 10:45 am to 1:45 pm.

VLP has attorneys who work exclusively in Family Court handling child support matters and non-parent custody and visitation matters. This work is fast paced and emotionally challenging, but is also 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. Students must be available to cover at least two Help Desk shifts per week as part of the externship.

IMMIGRATION EXTERNSHIP

Office location: Buffalo and Batavia, New York

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 a foreign language is a plus, but not required.

The student extern will engage in legal research and country conditions research, and be offered the chance to observe and participate in an Immigration Court hearing. The student may also be involved in interviewing clients, and assisting with the VLP cases as needed by staff or volunteer attorneys. This externship will take place in the VLP Immigration Program located in Buffalo or Batavia, New York.

LANDLORD-TENANT EXTERNSHIP

Office location: Attorney of the Morning Program operates Monday, Wednesday and Friday from 9:00 am to 11:30 am in Buffalo City Court.

VLP's Attorney of the Morning Program (AOM) provides representation to low-income tenants who are facing eviction in Buffalo City Court. The program operates on Monday, Wednesday and Friday mornings and on each of those days, a volunteer attorney who has been trained in landlord/tenant law is present. 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 will be responsible for performing client intake at the courthouse, working with the attorneys in the quick preparation and representation of cases, negotiating stipulations, writing up stipulations (over 50% of cases settle in the hallway), making appropriate follow-up referrals for clients, taking care of follow-up paperwork and recordkeeping back at the office, and debriefing with the program coordinator or staff attorney. Students not only learn to think on their feet, but they get to work with clients, court clerks and a wide variety of attorneys. Students must be available to cover at least 2 shifts in Buffalo City Court each week as part of the externship.

LOW-INCOME TAXPAYER CLINIC

Office location: Buffalo, New York

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 in any number of IRS matters, 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. Preference will be given to a student who has taken Federal Income Tax and Administrative Law courses.

WORKING WITH POSITIVE FAMILIES AND INDIVIDUALS EXTERNSHIP

Office Location: Buffalo, New York

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 court appearances.

L-791 WESTERN NEW YORK LAW CENTER – Michael F. Higgins

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, or securities.

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.