Legal Extern Guide

Summer & Fall 2013

151 E. Griffith Street | Jackson, MS 39201 | 601.925.7100 | www.law.mc.edu

"Help! I want to do an Externship."

First: Read this Externship Guide.

Second: Identify the placements you are interested in and review the placement specific information for each selection.

Third: Fill out the externship application.

Fourth: Return completed application, Resume, and Interest Statement to Meta Copeland (Room C-102), to the Legal Extern box in the Dean's Suite, or by email to mcopelan@mc.edu.

What Externships does MC Law offer?

The Legal Externship Program at Mississippi College School of Law consists of three options: a three (3) hour local externship course, a three (3) hour remote externship course, and a six (6) hour remote externship course. Externships are available to any student who has completed at least 45 academic credit hours. Generally, a student has sufficient academic credits to extern beginning in the Spring semester of his or her 2L year. First year students may not participate in the Legal Externship Program.

What is a Local Externship?

The local externship course places students in legal placements in Jackson and the surrounding areas. Local externs must work a minimum of 135 hours at the placement (usually 10-12 hours per week in fall/spring and 15-20 hours per week in summer). No six hour local externship is offered. Students are encouraged to arrange a class schedule that allows for two open days to devote to working at the externship, but each extern's schedule will be set by the placement. Students also attend a weekly class at the law school.

Students wishing to take a local externship should fill out an application and return the completed application, Resume and Interest Statement. Professor Copeland will meet with each applicant to discuss externship options and will match the student with an appropriate placement.

What is a Remote Externship?

Through the remote externship course, students may extern out-of-state or outside the Hinds/Madison/Rankin County area. Remote Externs must work a minimum of 135 hours for a three (3) hour placement and 270 hours for a six (6) hour placement. Students also attend a

weekly class that will meet virtually through TWEN and must submit weekly journals. There will also be a mandatory seminar for all remote Externs at the law school in the semester before the remote externship.

Students wishing to take a remote externship do not fill out the Local Externship application. Interested students should contact Meta Copeland to discuss particular areas of interest. The student will be responsible for securing his or her externship placement, after consultation with Professor Copeland.

Professor Copeland's Tips for Selecting the Right Externship

As you consider an externship, please give thought to which externship best meets your needs and interests, what will be expected of you at the externship placement, and what opportunities will be available to you at the externship placement:

- Think about the following factors:
    - What do you want to gain from doing an externship?
    - In what substantive area of the law are you interested in working?
    - What law skills do you want to develop?
    - In what kind of law office setting do you work best?
    - Do you have a preference with regard to geographical location?

- Do some research on your externship placement and talk to other students who have participated in an externship at the same placement. Review the Placement Evaluation notebook outside Professor Copeland's office.

- Complete the externship application and Interest Statement with an idea of what your goals are in taking the externship course.

- Confirm your understanding of your responsibilities including:
    - Your start date
    - The hours you are expected to work
    - The nature of your work duties
    - The person with whom you will be working most closely
    - The availability of opportunities for you to observe and/or to participate in the full panoply of legal work done by the legal office for which you work.

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Unless indicated, the following guidelines apply to local and remote externships. **A student's failure to follow the extern guidelines or conduct which undermines the extern placement process may result in exclusion from current and future externships.**

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How Do I Apply?

1. Look at the Approved Externship List in this Guide and write down the placements that interest you the most. Please note that some placements require an interview, extensive background check, or have other screening requirements. Where possible, pre-requisites are listed behind the field placement.

2. Put together a complete externship application to submit to Professor Copeland. A complete packet consists of an application, Resume, and Interest Statement.

3. Completed applications for Summer 2013 will be accepted from **Feb. 13 – March 21, 2013.** Completed applications for Fall 2013 will be accepted from **Feb. 13 – May 10, 2013.** Professor Copeland will meet individually with each applicant during these dates to determine the best placement for your needs.

4. Placements for summer externships will be made during the week of March 25th and notifications will be made thereafter. Placements for fall externships will be made during the week of May 13th and notifications will be made thereafter.

5. **Summer placements that have a background check will be placed before these deadlines, and no later than the week of March 11th.** This includes most federal externships (e.g. - judges, US Attorney, Federal Public Defender, HUD, and Bankruptcy Trustee) and some state agencies and non-profit organizations (e.g. – MS Bureau of Narcotics, Southern Poverty Law Center). **If you are interested in an externship with one of these placements, please apply as soon as possible.**

6. If externships remain open after the application and placement period, then late applications will be accepted through the start of summer and/or fall classes. Late placements will be made on a rolling basis.

Why Must I Include a Resume with my Extern Application?

Your potential externship placement will review your resume when evaluating you for an externship. Most organizations will receive your resume in PDF format, so you may submit your resume to Professor Copeland on paper or in electronic format.

Why Must I Limit my Resume to One Page?

The vast majority of law students can create a concise, one page resume that effectively summarizes your relevant educational and work experience. A one page resume focuses specifically on the skills and experience most relevant to your future as an attorney. A reference page may follow, but it must be limited to references only.

You may need a two page resume, in the following circumstances: (1) you are preparing a public interest resume and have a great deal of community service you wish to include or (2) you have had a substantial post-graduate career that spans more than five years. If you submit a two page resume (excluding a reference page), you must include a note with your extern application explaining why you believe the two page format is necessary.

Non-complying resumes will be returned and the student will not be considered for an externship until the student submits a conforming resume. Alternatively, Professor Copeland may submit only the first page of a multi-page resume.

What is an Interest Statement?

Your externship application must include an Interest Statement. This is a short statement (usually one paragraph) describing your rationale and any information that is relevant to the placement choices you have selected. If you have a pre-existing interest in a particular type of legal practice or a known interest in doing a certain type of work, your interest statement should reflect that. Finally, if you don't know what you want to do after law school but you believe that a particular externship experience might help you decide, it is perfectly acceptable to state this as a reason for your externship choices.

How am I matched with a placement?

Local externships are made through an in-house application and matching process First, Professor Copeland will review your application and Interest Statement. Then you will meet with Professor Copeland to discuss your application in more detail. At that time, Professor Copeland will discuss your reasons for taking an externship, along with any minimum requirements or preferences of potential placements. Some placements have few limitations, but some have fairly rigid standards. (Where a placement has such requirements, those are noted in the list of approved externships in this Extern Guide.) Professor Copeland will submit your resume to the placement that you ultimately select. All placements make the final decision on whether to take the student as an extern.

Can I Get My Own Placement?

All local placements must be approved by Professor Copeland. If you have already accepted a volunteer position, you must speak to Professor Copeland regarding externship approval. A proposed placement must be with a judge, non-profit organization or government agency with a full-time attorney on staff; you must volunteer under the supervision of that mentor-attorney; you must participate in the usual legal work of the organization; and the organization must agree to the terms and conditions of the MC Law Legal Extern Program. You must meet with Professor Copeland to discuss your proposed placement, and Professor Copeland will follow up with the organization to ensure that it meets the requirements of the MC Law Legal Extern Program. You must provide this information in ample time for Professor Copeland to assess your proposed placement before the semester begins. Do not assume that academic credit will be given.

Can I Get Credit for Volunteering Somewhere During a Semester When I Was Not Registered for the Externship Program?

NO. A student may receive academic credit only by following the externship application procedure and registering for an externship course by the Drop/Add deadline. Students who do not enroll in the externship course will not receive academic credit for volunteer work performed during the semester.

Can I Secure an Externship Placement and then Choose to Not Register for the Externship Course and Not Receive Academic Credit for the Placement?

NO. If you use the services of the externship program, you will be registered for the appropriate Externship course. The approved externship placements are created and monitored by Professor Copeland in conjunction with mentor-attorneys. The expectation of the mentor-attorneys is that student externs will be part of the MC Law Legal Extern Program.

Can I Get Paid and Still Get Academic Credit?

NO. The ABA Standard 305 Interpretations 2-3 state the following:

> Interpretation 305-2
> The nature of field placement programs presents special opportunities and unique challenges for the maintenance of educational quality. Field placement programs accordingly require particular attention from the law school and the Accreditation Committee.
>
> Interpretation 305-3
> A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This interpretation does not

> preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.

Thus, it seems that there is some room in interpreting the rule. Certainly you cannot receive a regular salary and receive academic credit for a local or remote externship. How much you can receive without violating the rule is not clear. You must tell Professor Copeland about any possible compensation you may receive from your placement so that she can determine if you can accept the money and receive academic credit.

Can I Take More Than One Externship Course?

Usually, yes. A student may take up to six (6) credit hours of externships. This may be done by taking one six hour remote externship, or a combination of three hour local and/or remote externships. A student may take only one externship in a semester. A student who takes a six hour remote externship may not take a second externship course. Under no circumstances may a student take more than six hours of externships.

Can I Repeat an Externship or Take Two Externships in the Same Practice Area?

It is STRONGLY recommended that students try a variety of placements. As a general rule, a student cannot repeat the same externship placement in a subsequent semester. However, in some circumstances it may be advantageous for students to concentrate in a certain substantive area or to contrast two work environments such as working with a state court judge and then a federal district judge, or working at a prosecutor's office and then with a public defender office. Placement decisions will be made by Professor Copeland on a case by case basis.

Are There Any Pre or Co-Requisites for the Externship Course?

It is STRONGLY recommended that students wishing to be in the criminal externships take Evidence, Criminal Procedure, and Trial Advocacy as pre or co-requisites. Individual placements may require or prefer students to take related courses as pre or co-requisites. For example, the Mississippi Department of Environmental Quality prefers a student who has already taken Environmental Law and bankruptcy placements have a strong preference for Externs who have taken a bankruptcy course.

Am I Guaranteed to Receive a Placement that I Select on My Externship Application?

Professor Copeland reserves the right to match students with prospective placements and endeavors to place students in the placements in which they indicate an interest. However, there may be numerous students with similar or related interests, and some placements have requirements that are not met by all interested applicants. After conferring with the student,

Professor Copeland reserves the right to send a student's resume to the placement which seems to be the best "match". You will not be assigned a placement that you have not consented to take. [This answer applies to local externships only.]

Can I Start Working at My Placement Before the Semester Starts?

NO. Extern hours may not be worked in advance of the semester that you receive academic credit for the externship.

Can I Continue to Look for Other Externships or a Paid Job After I Apply for an Externship?

NO. When you submit a completed externship application, you are asking Professor Copeland to place you in an externship. Your commitment is not final when you submit your application. However, once you meet with Professor Copeland and select a placement, then you are certifying that you will accept the externship that Professor Copeland arranges for you.

Can I Accept an Externship Placement Offer and Withdraw Later if I Get a Job That I Like Better?

NO. Once you accept an externship, you must honor the commitment you made to that placement. It is unprofessional behavior to decline to honor your commitment. Any such behavior reflects badly upon the Law School, the MC Law Legal Extern Program, and yourself. A student who withdraws from an externship waives the opportunity to participate in a future externship.

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Approved Externships by Category

Following are the available local externships. These placements have been previously approved to participate in the MC Law Legal Extern Program. Availability may very each semester. These externships have been grouped under the practice area category or categories which are most relevant to the externship. Specialized information about particular placements is located at the back of this Guide, under the section for Placement Specific Externship Information.

MC Law is always open to the possibility of adding additional externships with government agencies or non-profit organizations. If you have an area of interest or placement that is not listed, please contact Meta Copeland. See page 6 of this Legal Extern Guide for additional information on finding your own placement.

Some placements include a background check, which may include an inquiry into your past employment history, credit history, past drug use, and other matters. Some placements require an interview and/or have other screening requirements. Finally, some placements include pre-

requisites or preferred qualifications. This information is listed in the Placement Specific Externship Information, located at the back of this Extern Guide.

You may apply with the expectation that you will receive an externship.

Administrative Law

- MS Attorney General's Office (various divisions); www.ago.state.ms.us
- MS Bureau of Narcotics; www.dps.state.ms.us **(background check)**
- MS Dept. of Insurance; www.mid.state.ms.us
- MS Dept. of Revenue; www.dor.state.ms.us
- MS Emergency Management Association (MEMA); www.msema.org
- MS Ethics Commission; www.ethics.state.ms.us
- MS Public Service Commission; www.psc.state.ms.us
- MS State Personnel Board; www.mspb.ms.gov/spb/web.nsf
- MS Workers Compensation Commission; www.mwcc.state.ms.us
- U.S. Army Corps of Engineers, Vicksburg Division (**Vicksburg**); **(background check)** www.mvk.usace.army.mil

Arbitration/Mediation

- Many externship placements can offer exposure to mediation

Appellate

- MS Attorney General's Office – Criminal Litigation Division; www.ago.state.ms.us
- Mississippi Supreme Court Justices; www.mssc.state.ms.us
- Mississippi Court of Appeals Judges; www.mssc.state.ms.us
- Mississippi Supreme Court Rules Committee
- Office of Capital Post Conviction Counsel
- Office of the State Public Defender; http://www.oia.ms.gov

Bankruptcy

- MS Center for Justice; www.mscenterforjustice.org
- MS Dept. of Human Services
- U.S. Bankruptcy Judge Neil P. Olack **(background check)**
- U.S. Bankruptcy Trustee, Southern District of Mississippi **(background check)**

Constitutional/Tort/General Civil Litigation Issues

- ACLU; www.msaclu.org
- City Attorney, Jackson; http://www.city.jackson.ms.us/government/attorney
- MS Attorney General's Office – Civil Division; www.ago.state.ms.us
- MS Center for Justice; www.mscenterforjustice.org
- MS Center for Legal Services Corp.; www.mslegalservices.org/MS/index.cfm
- MS Children's Home Services; www.mchscares.org
- MS Emergency Management Association (MEMA); www.msema.org
- MS Immigrants Rights Alliance (MIRA); www.yourmira.org
- MS Volunteer Lawyers Project; www.msbar.org/ms_volunteer_lawyers_project.php

- MS Youth Justice Project/Southern Poverty Law Center; (**background check**) www.splcenter.org/legal/myjp.jsp
- Office of Capital Post Conviction Counsel
- Office of the State Public Defender; http://www.oia.ms.gov
- U.S. Attorney's Office (Civil Division); (**background check**) www.usdoj.gov/usao/mss/index.html
- U.S. Army Corps of Engineers, Vicksburg Division (**Vicksburg**); (**background check**) www.mvk.usace.army.mil
- U.S. Army Corps of Engineers, Engineer Research & Development (**Vicksburg**); (**background check**) www.erdc.usace.army.mil
- US Department of Veterans Affairs, Office of Regional Counsel; **(background check)** www.va.gov

Corporate Law

- MS Children's' Home Services, Office of General Counsel; www.mchscares.org
- Mississippi State Medical Association, Office of General Counsel; www.msmaonline.com
- Mississippi Pharmacists Association, Office of General Counsel); www.mspharm.org
- University Medical Center, Office of General Counsel **(Fall and Spring semesters only)**
- US Department of Veterans Affairs, Office of Regional Counsel; **(background check)** www.va.gov

County/Municipal Law

- City Attorney, Jackson; http://www.city.jackson.ms.us/government/attorney
- Hinds County Board of Supervisors; http://www.co.hinds.ms.us/pgs/elected/board.asp

Criminal Law

- ** Federal Bureau of Investigations (see disclosure in Placement Specific Externship Information section of this Extern Guide)
- MS Attorney General's Office (various divisions); www.ago.state.ms.us
- MS Bureau of Narcotics (**background check**)
- Hinds County Prosecuting Attorney; http://www.co.hinds.ms.us/pgs/elected/countyattorney.asp
- Hinds County District Attorney; http://www.co.hinds.ms.us/pgs/elected/districtattorney.asp
- Hinds County Public Defender
- Hinds County Youth Court (Judge William Skinner)
- Madison County District Attorney
- Madison County Public Defender
- Madison County Youth Court/Drug Court
- Madison/Rankin County Children's Advocacy Center
- Office of Mississippi Capital Post Conviction Counsel
- Office of the State Public Defender; http://www.oia.ms.gov
- Rankin County Prosecutor; http://www.rankincounty.org/COUNTYPROSECUTOR
- Rankin County District Attorney
- Rankin County Public Defender

- Rankin County Sheriff's Office
- State Auditor's Office
- U.S. Attorney's Office (Criminal Division); (**background check**) www.usdoj.gov/usao/mss/index.html
- U.S. Federal Public Defender's Office (**background check**)
- University Medical Center, Children's Justice Center

Domestic/Family Law

- MS Center for Justice; www.mscenterforjustice.org
- MS Department of Human Services; www.mdhs.state.ms.us

Education Law

- Jobs for Mississippi Graduates; http://www.jmgms.org/
- MS Attorney General's Office (Institute for Higher Learning); http://www.ihl.state.ms.us/
- MS Center for Justice; www.mscenterforjustice.org
- Southern Poverty Law Center; www.splccenter.org (**background check**)

Employment Law

- MS Children's Home Services; www.mchscares.org
- MS Department of Employment Security; www.mdes.ms.gov
- MS Department of Transportation, HR Counsel
- MS Workers' Compensation Commission; http://www.mwcc.state.ms.us
- US Department of Veterans Affairs, Office of Regional Counsel; (**background check**) www.va.gov

Environmental Law

- MS Dept. of Environmental Quality; www.deq.state.ms.us
- MS Public Service Commission; www.psc.state.ms.us
- U.S. Army Corps of Engineers, Vicksburg Division (**Vicksburg**); (**background check**) www.mvk.usace.army.mil
- U.S. Army Corps of Engineers, Engineer Research & Development (**Vicksburg**); (**background check**) www.erdc.usace.army.mil

Ethics

- MS Commission on Judicial Performance; http://www.judperf.state.ms.us
- MS Ethics Commission; www.ethics.state.ms.us

Federal Agencies

- ** Federal Bureau of Investigations (see disclosure in Placement Specific Externship Information section of this Extern Guide)
- U.S. Attorney's Office (Civil Division); (**background check**) www.usdoj.gov/usao/mss/index.html
- U.S. Attorney's Office (Criminal Division); (**background check**) www.usdoj.gov/usao/mss/index.html

- U.S. Army Corps of Engineers, Vicksburg Division (**Vicksburg**); (**background check**) www.mvk.usace.army.mil
- U.S. Army Corps of Engineers, Engineer Research & Development (**Vicksburg**); (**background check**) www.erdc.usace.army.mil
- U.S. Federal Public Defender's Office (**background check**)
- U.S. Dept. of Housing and Urban Development (HUD) (**background check**); www.hud.gov
- US Department of Veterans Affairs, Office of Regional Counsel; (**background check**) www.va.gov

Financial/Commercial

- MS Center for Justice; www.mscenterforjustice.org
- MS Dept. of Revenue; www.dor.ms.us
- State Treasurer's Office
- U.S. Bankruptcy Trustee, Southern District of Mississippi (**background check**)
- US Department of Veterans Affairs, Office of Regional Counsel; (**background check**) www.va.gov

Fraud/White Collar Crime

- State Auditor's Office
- U.S. Attorney's Office (Criminal Division); (**background check**) www.usdoj.gov/usao/mss/index.html

Housing

- MS Center for Justice; www.mscenterforjustice.org
- MS Center for Justice Foreclosure Advocacy Externship
- U.S. Dept. of Housing and Urban Development (HUD); (**background check**) www.hud.gov

Immigration

- MS Immigrants Rights Alliance (MIRA); www.yourmira.org

Intellectual Property

- ACLU; www.msaclu.org
- Mississippi Public Broadcasting; www.mpbonline.org
- University Medical Center, Office of General Counsel (Tech Transfer Division) **(Fall and Spring semesters only)**

Judicial/Court-Based Externships

- U.S. District Court Judge Daniel P. Jordan
- U.S. District Court Judge Henry T. Wingate
- U.S. Bankruptcy Judge Neil P. Olack
- U.S. Magistrate Judge Linda Anderson
- Mississippi Workers' Compensation Commission; http://www.mwcc.state.ms.us/
- Mississippi Supreme Court Justices; www.mssc.state.ms.us
- Mississippi Court of Appeals Judges; www.mssc.state.ms.us
- Hinds County Circuit Judges; www.co.hinds.ms.us/pgs/index.asp

- Hinds County Chancery Court Judges; www.co.hinds.ms.us
- Hinds County Court Judges; www.co.hinds.ms.us
- Madison County Chancery Court; http://madison-co.com/court_systems/chancery_court/index.php
- Madison County Chancery Court Clerk; http://madison-co.com/elected_offices/chancery_clerk/index.php
- Madison County Circuit Court Judges
- Rankin County Chancery Court Judges; http://www.rankincounty.org/chcourt/
- Rankin County Court Judges; www.rankincounty.org/CC/
- Supreme Court Rules Committee

Juvenile Law

- Hinds County Youth Court (Judge William Skinner); www.co.hinds.ms.us
- MS Center for Justice/Midtown Partners Community Development Corp.; http://www.manta.com/c/mm53l1t/north-midtown-community-development-corp
- Southern Poverty Law Center; (**background check**) www.splcenter.org

Legislative/Political

- ACLU; www.msaclu.org (some legislative involvement)
- Mississippi Association of Community Mental Health Centers
- Mississippi Democratic Caucus
- Mississippi Immigrants Rights Alliance (MIRA); www.yourmira.org (some legislative involvement)
- Mississippi Pharmacists Association; www.mspharm.org
- Mississippi Speaker of the House of Representatives
- Mississippi State Medical Association; www.msmaonline.com

Medical/Legal

- MS Board of Nursing; www.msbn.state.ms.us
- MS Department of Medicaid
- MS Department of Mental Health; http://www.dmh.state.ms.us
- Mississippi Pharmacists Association; www.mspharm.org
- Mississippi State Hospital at Whitfield
- Mississippi State Medical Association; www.msmaonline.com
- MS State Medical Licensure Board; www.msbml.state.ms.us
- US Department of Veterans Affairs, Office of Regional Counsel; (**background check**) www.va.gov
- University Medical Center, Children's Justice Center
- University Medical Center, Office of General Counsel **(Fall and Spring semesters only)**

Military Law

- MS National Guard/JAG; www.ngms.state.ms.us; www.nationalguard.com/careers/jag-officer
- US National Guard, 1722d Airlift Wing

Public Interest Law

- ACLU; www.msaclu.org
- Jobs for Mississippi Graduates; http://www.jmgms.org/
- MS Center for Justice; www.mscenterforjustice.org
- MS Center for Justice/Midtown Partners Community Development Corp.; http://www.manta.com/c/mm53l1t/north-midtown-community-development-corp
- MS Center for Legal Services Corp.; www.mslegalservices.org/MS/index.cfm
- MS Children's' Home Services; www.mchscares.org
- MS Immigrants Rights Alliance (MIRA); www.yourmira.org
- MS Volunteer Lawyers Project; www.msbar.org/ms_volunteer_lawyers_project.php
- MS Youth Justice Project/Southern Poverty Law Center; (**background check**) www.splcenter.org/legal/myjp.jsp
- Office of Mississippi Capital Post Conviction Counsel
- Office of the State Public Defender; http://www.oia.ms.gov

Transactional Law

- Jackson City Attorney
- US Department of Housing and Human Development (HUD; www.hud.gov
- US Department of Veterans Affairs, Office of Regional Counsel; (**background check**) www.va.gov
- University Medical Center, Office of General Counsel **(Fall and Spring semesters only)**

Limited Practice Externships

The Law Student Limited Practice Act, Miss. Code Ann. § 73-3-207 provides in pertinent part: " A law student enrolled in a legal internship program . . . is authorized to engage in limited practice in the courts of this state . . . Law students may appear and participate in trials and hearings in courts if the supervising attorney is present and supervising the student." The statute applies to "law student[s] regularly enrolled in a law school in this state who (i) if enrolled and assigned in a legal internship program, [have] completed two-thirds (2/3) of the required number of hours for graduation from that school . . . ." Miss. Code Ann. § 73-3-205(a)(i). This means that only 3L students are eligible to participate in limited practice.

The following externships include a limited practice component, in which a 3L law student may be sworn in for limited practice under the supervision of a licensed attorney. **Trial court externships involve pre-trial appearances in proceedings prior to trial. Appellate externships allow externs to prepare and sign appellate briefs to the Mississippi Supreme Court and Court of Appeals and may also offer the possibility of making an oral argument to the Mississippi Court of Appeals.** Externships marked + can involve significant court time.

+ Hinds County Youth Court
Hinds County District Attorney
+ Hinds County Prosecuting Attorney
Hinds County Public Defender
Madison County District Attorney
Madison County Public Defender
Madison County Youth Court/Drug Court
MS Attorney General's Office (various divisions)
MS Bureau of Narcotics
MS Center for Justice/Midtown Partners CDC
MS Volunteer Lawyers Program
Office of the State Public Defender
Rankin County District Attorney
+Rankin County Public Defender
U.S. Attorney's Office (Civil and Criminal Divisions)

<u>Appellate Limited Practice Externships</u>
MS Attorney General's Office (various divisions)
MS Volunteer Lawyers Project
MS Youth Justice Project/Southern Poverty Law Center
Office of Capital Post Conviction Counsel
Office of the State Public Defender

Placement Specific Externship Information

Externship	Extern Information	2L/3L
ACLU	Extern will assist with legal research, writing, and policy development for civil rights issues.	2L or 3L
Catholic Charities, Legal Assistance Clinic	Extern will assist on case development and litigation in Chancery Court, primarily on cases involving divorce for cruel and inhumane treatment and child custody disputes. Extern will work on pleadings, hearing preparation, actual hearings, and client interviewing and follow up. Background check required (usually takes 6-8 weeks).	3L preferred
City Attorney's Office, Jackson, MS	Extern will assist City Attorneys with legal research and writing responsibilities for all aspects of civil litigation and transactional issues involving the City of Jackson.	2L or 3L
Federal Bureau of Investigations (FBI)	**SUMMER ONLY (Must apply the previous Fall)** Applications for summer externships are posted in October at www.fbijobs.gov. The application process is extensive and includes a polygraph test, a drug test, credit check and a background check performed by a retired FBI agent. Disqualifying events include defaults or late payments on federally guaranteed loans or excessive credit card debt and some drug use, as follows: 1) Marijuana – None within last 3 years; use prior to 3 years prior use may be acceptable if applicant can pass a polygraph regarding prior use. 2) Other illegal drugs – None within last 10 years 3) Prescription drugs – No use of a prescription drug prescribed for someone else within the last year, even if for the same prescribed use; use more than 1 year ago may be acceptable if applicant can pass a polygraph regarding prior use.	3L/Rising 3L
Federal Public Defender's Office	Extern will assist with legal research and writing responsibilities for all aspects of felony litigation. Extern will not be sworn in for limited practice but will attend court proceedings with office counsel. Strong legal research and writing skills and a minimum GPA of 3.0 are recommended. Background check (6-8 wks to complete).	2L or 3L
Governor's Office; Phil Bryant	Extern will work with General Counsel to the Governor on legal and political issues and will perform necessary legal research and writing as needed. Strong academic credentials are preferred.	2L or 3L
Hinds Co. Bd. Of Supervisors	Extern will assist Board Attorney with legal research and writing on municipal and/or county issues and provide guidance to the Board of Supervisors, and may also assist with contract review, formulating policies, ordinances and regulations for Hinds County and drafting proposed legislation. Extern should be available on Monday mornings to attend meetings with the Board of Supervisors.	2L or 3L
Hinds County Circuit	Extern will assist with legal research and writing and will observe	2L or 3L

Court Judges	various court proceedings.	
Hinds County Chancery Court Judge	Extern will assist with legal research and writing and will observe various court proceedings.	2L or 3L
Hinds County Court Judges	Extern will assist with legal research and writing and will observe various court proceedings.	2L or 3L
Hinds County District Attorney	Extern will assist with legal research and writing responsibilities and make court appearances for all aspects of criminal felony prosecutions. Externs should leave two full days for this externship.	3L only; Ltd. Prac.
Hinds County Public Defender	Extern will assist with legal research and writing responsibilities, visits to the county jail, and court appearances for all aspects of criminal litigation in Hinds County. Externs should leave two full days for this externship.	2L or 3L
Hinds County Prosecuting Attorney	This placement is ideal for a student who wishes to become comfortable speaking in court. Extern will make court appearances for all aspects of criminal misdemeanor prosecutions and assist with limited legal research and writing responsibilities. Court appearances may include Hinds County Youth Court, Justice Court and County Court and in Jackson Municipal Court. Externs should leave two full days for this externship.	3L only; Ltd. Prac.
Hinds County Youth Court (Judge William Skinner)	Extern will serve as guardian ad litem and prosecutor for youth court issues, abuse and neglect and shelter hearings. Court meets Monday – Thursday and occasionally on Fridays. Extern should be available at least two mornings per week, Monday – Thursday, starting at 8:00 AM. The extern must be able to cope with difficult situations involving extreme situations of child abuse and neglect and gang-related offenses.	3L only; Ltd. Prac.
HUD (US Dept. of Housing and Urban Development)	This externship offers comprehensive real estate transactional work. Extern will perform legal research and writing and participate in litigation and transactional work on issues relating to fair housing, civil rights, and public housing, the intersection of MS law and federal statutes relating to housing matters, and/or matters involving the MS Development Authority.	2L or 3L
Jobs for Mississippi Graduates	Extern will work with the Executive Director/General Counsel for a local non-profit focused on the retention of high school students. Extern will work on a variety of legal issues related to education law and regulations and related policy issues.	2L or 3L
Legislative Committees, Mississippi House of Representatives and/or Senate	Extern will assist a House or Senate Committee on matters relating to the legislative session. Duties may include legal research, legislative drafting and other legal writing responsibilities. Exact duties to be determined based on committee assignment.	3L preferred (due to workload)
Lt. Governor's Office; Tate Reeves	Extern will work with the Lt. Governor and his staff on legal and political issues and will perform necessary legal research and writing as needed. During the Legislative Session (Spring Semester), Extern will also track and research bills and attend legislative committee meetings and sessions. This is a fast-paced externship which can require more than the usual 10 hour per week commitment, especially in the Spring semester.	2L or 3L

Madison County District Attorney	Extern will assist with legal research and writing responsibilities and make court appearances for all aspects of criminal felony prosecutions. Externs should leave two full days for this externship.	3L only; Ltd. Prac.
Madison/Rankin County Children's Advocacy Center ("CAC")	The CAC works with and alongside law enforcement, the DA's Office and other agencies in prosecuting and combating the instances of child abuse. Externs will work with forensic investigators and prosecutors in the investigation and prosecution of cases of abuse and neglect of children. Students must be able to cope with difficult situations involving extreme situations of child abuse and neglect, and absolute confidentiality of the subject matter is required.	2L or 3L
Madison County Public Defender	Extern will assist with legal research and writing responsibilities, visits to the county jail, and court appearances for all aspects of criminal litigation (misdemeanor and felony cases) in Madison County courts. Externs should leave two full days for this externship.	3L only; Ltd. Prac.
Madison County Youth and Drug Court	Extern will serve as public defender on youth court matters. The extern must be able to cope with difficult situations involving extreme situations of child abuse and neglect and gang-related offenses.	3L only; Ltd. Prac.
MS Association of Community Mental Health Centers	This externship will have a flexible schedule and focus on issues of state healthcare, government issues involving mental health and Medicaid, and funding for mental health treatment. In the Spring, this externship may involve legislative monitoring and/or work at the Mississippi Capitol building. Extern must be self-motivated with a strong work ethic and ability to multi-task. Strong legal research and writing skills and good people skills are required.	3L preferred
MS Attorney General	Externs will work with a division of the MS Attorney General's Office under the supervision of an Assistant Attorney General. Please see the MS Attorney General's website for a full listing of divisions.	2L or 3L; Ltd. Prac. possible
MS Board of Nursing	Extern will perform legal research and writing with a focus on medical issues and administrative law. Medical background is preferred.	2L or 3L
MS Bureau of Narcotics	Extern will assist legal counsel for MBN. Responsibilities include legal research, legal drafting, and memo writing on a variety of criminal law issues; and providing advisory opinions to law enforcement on matters such as search warrants, wire taps, and other criminal procedure issues. 3L externs may also appear in court on civil forfeiture cases involving seized assets. **Background check is required. Students with prior drug arrests/convictions/drug use may not extern at MBN.**	2L or 3L
MS Center for Justice	Externship will focus on advocating for and researching policy changes to protect rights of the under-represented. Current policy focuses are: students' rights (K -12), payday lending, and housing.	2L or 3L
MS Center for Justice/Midtown Partners Community Development Corp.	Extern will assist as a community organizer for the North Midtown Community (an area bordered by Woodrow Wilson, Fortification, West, and Mill Streets.) The extern will conduct a weekly intake clinic to assist individuals in the community with legal matters, and, if possible, will assist pro-bono council in resolving these issues.	2L or 3L

	Limited practice is possible, but not required. Extern will also perform legal research, work with pro bono and private attorneys, and identify mechanisms for economic revitalization for the North Midtown Community. Experience working with a low income community is preferred but not required. The ideal extern should be flexible and have good people skills. An interest and/or familiarity with domestic or family law is suggested but not required.	
MS Center for Legal Services Corp.	Extern will assist with pro-bono litigation for MS residents and advocacy for legal representation to the underprivileged. Extern will assist with domestic, consumer rights, landlord/tenant, and related matters.	2L or 3L
MS Children's Home Services (General Counsel)	Extern will work with in-house counsel for local non-profit organization. Extern will assist in-house counsel in all areas of corporate operation, including company and employee oversight, contract matters, healthcare, tax, negotiations, and monitoring of any litigation that may occur.	2L or 3L
MS Commission on Judicial Performance	Extern will assist with research, investigation, and litigation relating to resolution of complaints of judicial misconduct brought against judges.	2L or 3L
MS Court of Appeals	Extern will work in the chambers of a Mississippi Court of Appeals Judge and will assist with legal research and writing. Strong legal research and writing skills are required. Class rank of top 20% is preferred.	2L or 3L
Mississippi Democratic Caucus	Extern will with Senators or Representatives in the MS Democratic Party on matters relating to the legislative session. Duties may include legal research, legislative drafting, tracking and researching bills and attending committee meetings and legislative sessions. This is a fast-paced externship which will require more than the usual 10 hour per week commitment. Extern must be self-motivated with a strong work ethic and ability to multi-task. Strong legal research and writing skills and good people skills are required.	2L or 3L
MS Dept. of Employment Security	Extern will assist with legal research and writing on state wage and employment claims. Extern will rotate between Appeals, the Board of Review, and the Office of Legal Affairs within MDES.	2L or 3L
MS Dept. of Environmental Quality	Extern will research environmental issues and draft legal memoranda and other work product. Environmental law is a pre-requisite for this externship.	2L or 3L
MS Dept. of Human Services	Extern will assist in legal matters relating to child custody and child support matters. For a 3L student, this will be an in-court placement where the extern will represent the State of Mississippi on support orders, paternity declarations, and related matters. Extern should be available on Tues/Thurs for court dockets (morning and/or afternoon). 2L students will work in-house with DHS attorneys on support-related matters including bankruptcy issues, insurance matches, bank garnishments, and registry of out-of-state support orders.	2L or 3L
MS Dept. of Insurance	This externship will focus on issues of state administrative law, with a concentration in insurance issues.	2L or 3L
MS Dept. of Medicaid	Extern will assist in legal research, writing, and policy analysis for	2L or 3L

	the State Department of Medicaid	
MS Dept. of Mental Health	Extern will assist in legal research, writing, policy analysis, and litigation on medical/legal issues under Mississippi law. In the Spring semester, the extern may also assist in legislative monitoring.	2L or 3L
MS Dept. of Revenue	Extern will gain in-depth experience with Mississippi tax codes and will participate in research, discovery and other aspects of tax litigation.	2L or 3L
MS Dept. of Transportation/HR Counsel	Extern will assist Human Resources at MDOT in research, writing, and other responsibilities. This placement is especially good for students in need of a flexible work schedule.	2L or 3L
MS Emergency Management Association (MEMA)	Extern will work with General Counsel on various legal matters relating to emergency management services and administration of emergency management aid provided state-wide. Additionally, extern will research and assist on a variety of corporate law issues and administrative law issues.	2L or 3L
MS Ethics Commission	Extern will assist in research and investigation of alleged non-compliance by state agencies. This externship involves significant legal research and writing on administrative law issues.	2L or 3L
Mississippi Immigrants Rights Alliance (MIRA)	Extern will perform legal research on federal and state immigration issues, work with low-income, Spanish-speaking clients, and/or assist with immigration paperwork and proceedings. Extern should be proficient in Spanish.	2L or 3L
MS Medical Licensure Board	Extern will undertake significant legal research and writing with a focus on medical issues and administrative law. Strong legal research skills are needed, and extern must be able to work under tight deadlines. Medical background is preferred.	2L or 3L
MS National Guard/JAG	Extern will perform legal research and writing, providing guidance and legal assistance to deploying soldiers, and participate in litigation on a variety of military-law issues.	2L or 3L
Mississippi Pharmacists Association	Extern will work with General Counsel on various corporate and business law issues. Extern will also perform research on discrete healthcare issues as needed. In the Spring, this externship will include lobbying and legislative monitoring.	2L or 3L
MS Public Broadcasting Corp.	Extern will work with the Deputy Executive Director of MPB on a variety of matters. Anticipated exposure to employment law, policy, licensing as it relates to copyrighted works, copyright law and trademark law. An extern with an interest in entertainment law and/or intellectual property law is strongly preferred.	2L or 3L
MS Public Service Commission	Extern will perform legal research and writing on a variety of issues relating to the regulation of public utilities. Extern will also attend PSC hearings.	2L or 3L
Mississippi Speaker of the House of Representatives	Extern will assist on legal research, legal writing, and legislative work. This externship may require more than 10 hours per week, especially in the Spring semester. Extern must be self-motivated with a strong work ethic and ability to multi-task. Strong legal research and writing skills and good people skills are required.	2L or 3L
Mississippi State Hospital at Whitfield	Extern will work with the Staff Attorney/Director of Risk Management for the Mississippi State Hospital at Whitfield on	2L or 3L

	medical/legal and health care matters, state investigations into allegations of patient abuse and neglect and hospital investigations on risk management and patients' rights, and perform legal research and writing associated with these and other legal matters in which the staff attorney is involved.	
MS State Medical Association	Extern will work with General Counsel on various corporate law issues, such as contracts, bylaws, employment and general business law issues. Extern will also perform research on discrete healthcare issues as needed. In the Spring, this externship will include legislative monitoring.	2L or 3L.
MS State Personnel Board	This externship will have a flexible schedule and focus on issues of state administrative law, with a concentration in employment-related issues. In the Spring, this externship may involve some legislative monitoring.	2L or 3L
MS Supreme Court	Extern will work in the chambers of a Mississippi Supreme Court Justice and will assist with legal research and writing. Strong legal research and writing skills are required. Class rank of top 20% and law review are preferred.	2L or 3L
MS Supreme Court Rules Committee	Extern will work under the direction of a Mississippi Supreme Court Justice and staff attorney, and will assist with legal research and writing with a focus on various Mississippi rules. Strong legal research and writing skills are required. Class rank of top 20% and law review are preferred.	2L or 3L
MS Volunteer Lawyers Project	Externs will assist with cases involved domestic relations, landlord/tenant, consumer issues and related matters; Court appearances are possible for 3L students.	2L or 3L
MS Workers Compensation Commission	Extern will assist MWCC Administrative Law Judges and Commissioners in file review, research, and writing on issues pertaining to MS Workers Compensation law. A background in workers compensation and/or workers compensation coursework is preferred by not required.	2L or 3L
Office of Mississippi Capital Post Conviction Counsel	Extern will provide legal assistance for death-penalty appeals. Extern will review trial records, identify issues for appeal, assist in investigation and research and draft portions of appellate brief.	2L or 3L
Office of the State Public Defender - Office Of Capital Defense Counsel section	Extern will provide legal assistance for death-penalty trials and appeals, including significant legal research, investigation, and legal writing.	2L or 3L
Office of the State Public Defender - Indigent Appeals section	Extern will review trial records, identify issues for appeal, research and draft portions of appellate brief. 3L Extern may also argue an appeal before the MS Court of Appeals.	2L or 3L
Rankin County Chancery Court	Extern will assist with legal research and writing and will observe various court proceedings.	2L or 3L
Rankin County Court Judge Kent McDaniel	Extern will assist with legal research and writing and will observe various court proceedings.	2L or 3L
Rankin County District Attorney	Extern will assist with legal research and writing responsibilities and make court appearances for all aspects of criminal felony	3L only; Ltd. Prac.

	prosecutions. Externs should leave two full days for this externship.	
Rankin County Prosecutor	This placement is ideal for a student who wishes to become comfortable speaking in court. Extern will prosecute a variety of criminal misdemeanors in Rankin County Justice Court, County Court and Flowood Municipal Court. Externs should leave two full days for this externship. ** Please note that the status of this placement is pending. If you are interested, please apply, but at the time this Guide was published, this site cannot be guaranteed as a placement.	3L only; Ltd. Prac.
Rankin County Public Defender	Extern will assist with legal research and writing responsibilities, visits to the county jail, and court appearances for all aspects of criminal litigation (misdemeanor and felony cases) in Rankin County courts. Externs should leave two full days for this externship.	3L only; Ltd. Prac.
Rankin County Sheriff's Office	Extern will work with Counsel to Rankin County Sheriff's Dept. on various legal issues relating to law enforcement, and also provide research and court assistance on some aspects of criminal prosecution in Rankin County. Extern must be available on Tuesday mornings beginning at 8:00 a.m.	3L preferred
Southern Poverty Law Center	Extern will assist with legal research and writing on juvenile issues, visit juvenile detention center, and assist with policy issues. Background check required.	2L preferred
State Auditor's Office, Stacey Pickering	Extern will assist in investigations, legal research, and litigation involving the mis-use of State funds.	2L or 3L
State Treasurer's Office, Lynn Fitch	Extern will provide legal assistance to State Treasurer and Deputy Treasurers. Extern should have an interest in bond work, contracts, banking, and/or finance. Extern should be self-motivated with a good work ethic. In the Spring, may include legislative monitoring and/or work at the State Capitol Building.	2L or 3L
US Army Corps of Engineers, V'burg Div.	Extern will assist Corps staff attorneys in primarily environment issues, but also with property, contracts, and tort claims. This externship will require a minimum of two days of work in Vicksburg per week. Travel time may not be counted toward required weekly hours.	2L or 3L
US Army Corps of Engineers, ERDC (Engineer Research & Development)	Extern will work with ERDC legal staff on comprehensive legal issues related to technology, administrative law, and other military support. This externship will require a minimum of two days of work in Vicksburg per week. Travel time may not be counted toward required weekly hours.	2L or 3L
US Attorney's Office	Extern will be assigned to criminal or civil division and will actively assist with on-going litigation, and will make some court appearances. Strong legal research and writing skills and a minimum GPA of 3.0 are required. Background check required (6-8 wks to complete). Externs should leave two full days for this externship.	3L only; Ltd. Prac.
US Bankruptcy Judge Neil Olack	Extern will perform extensive legal research and writing on bankruptcy and related matters. Extern may also attend Bankruptcy Court proceedings on Monday and Tuesday mornings. Excellent legal writing skills and strong academic credentials are	2L or 3L

	strongly preferred. The extern should also demonstrate an interest in bankruptcy law and/or outstanding academic performance in bankruptcy related coursework.	
US Bankruptcy Trustee	Extern will perform extensive legal research and writing on bankruptcy and related matters. Background check required (6-8 wks to complete).	2L or 3L
US Dept. of Veterans Affairs, Office of Regional Counsel	Extern can work in a variety of areas in which VA Regional Counsel is involved. Interested students are encouraged to review the VA website to better understand the responsibilities of this federal agency. Background check required (6-8 weeks to complete).	2L or 3L
US District Court Judge Dan Jordan	Extern will perform extensive legal research and writing. Excellent legal writing skills and a minimum top 20% class rank are required; Law Review is preferred.	2L or 3L
US District Court Judge Carlton Reeves	Extern will perform extensive legal research and writing. Excellent legal writing skills and a minimum top 20% class rank are required; Law Review is preferred.	2L or 3L
US District Court Judge Henry Wingate	Extern will perform extensive legal research and writing. Excellent legal writing skills and a minimum top 20% class rank are required; Law Review is preferred.	2L or 3L
US Magistrate Judge Linda Anderson	Extern will perform extensive legal research and writing. Excellent legal writing skills are required; at least a top 20% class rank and Law Review membership are preferred.	2L or 3L
US National Guard, 1722d Airlift Wing	Extern will perform legal research and writing into Air Force regulations, Dept. of Defense regulations, and statutory law, provide guidance and legal assistance on and participate in litigation on a variety of military-law issues.	2L or 3L
University Medical Center, Children's Justice Center	Extern will assist in legal research, writing and policy assessment of medical and legal issues relating to training investigators and prosecutors in crimes against children. Extern will work with a group of physicians, counselors and attorneys and must be comfortable in a medical setting involving children. The extern must be able to cope with difficult situations involving extreme situations of child abuse and neglect, and absolute confidentiality of the subject matter is required.	2L or 3L
University Medical Center, Office of General Counsel **(Fall and Spring semesters only)**	Extern will assist UMC's General Counsel with legal/medical research, drafting and document review. This is primarily a transactional externship and does not include medical malpractice work.	2L or 3L
U.S. Representative Gregg Harper, U.S. Senators Thad Cochran, Roger Wicker (Local Offices)	Extern will assist with research, liaise with the Senator and or Representative's staff and respond to constituent concerns.	2L or 3L