

## **CLINIC REGISTRATION INFORMATION SPRING 2012**

**All students who wish to take Clinic in the spring of 2012 must meet minimum eligibility requirements and register for the Clinic lottery in the following manner (as well as pre-register for the course in the regular manner):**

- STEP ONE:** Obtain a copy of the Clinic Registration Information Materials and the Clinic Lottery Sign-Up and Preference Sheet from Mishelle Eckland in Room 380, located in the Clinic Suite on the 3<sup>rd</sup> floor.
- STEP TWO:** You must complete and return the Clinic Lottery Sign-Up and Preference Sheet to the clinic office no later than 4:30 p.m. Friday, October 28, 2011, in order to be included in the clinic lottery. The spring clinic lottery will be completed and the results posted by 5:00 p.m. on Thursday, November 3, 2011.
- STEP THREE:** You must confirm you accept the clinic intern, extern or alternate position no later than 4:30 p.m. Wednesday, November 9, 2011. Failure to confirm in a timely manner means that the position will be offered to the next student in line for that position. You are responsible for confirming the position.

**If you choose to email the completed Sign-Up and Preference Sheet or confirm your position by email, you are responsible for making sure the email correspondence was received, either by a return receipt or an email confirmation from the Clinic.**

### **I. ELIGIBILITY**

Under the court rules that allow law students to act as attorneys, students must have completed the equivalent of three semesters of law school (a minimum of 39 credit hours) in order to be eligible for the Clinic. Students are eligible if they have completed a full summer (for a total of 9 hours) and two regular fall or spring semesters. If you have questions about eligibility, contact the Clinic office.

To be eligible for the Clinic, students must be in good standing, i.e., with a GPA of 2.1 or greater. Because of administrative difficulties, this requirement is extended to eligibility for the lottery. Students must have a GPA of 2.1 or greater to enter the lottery. This restriction cannot be waived. (Applicants for judicial clerkships have additional GPA and other prerequisites. See the descriptions of the judicial clerkships at pages 8-9.) If you have questions about eligibility, contact the Clinic office.

## **II. REGISTRATION FOR THE CLINIC LOTTERY**

You must complete and return the Clinic Lottery Sign-Up and Preference Sheet to the clinic office no later than 4:30 p.m. Friday, October 28, 2011, in order to be included in the clinic lottery. The spring clinic lottery will be completed and the results posted by 5:00 p.m. on Thursday, November 3, 2011. Clinic positions and alternates for all positions must be confirmed by Wednesday, November 9, 2011 at 4:30 p.m. Failure to confirm any position in a timely manner means that the position will be offered to the next student in line. You are responsible for confirming your position. If you choose to email your application, or to confirm your position by email, you are responsible for making sure that email was received, either by a return receipt or an email confirmation.

## **III. COURSE REGISTRATION**

All students who wish to take Clinic in the spring of 2012 must register for the Clinic in the regular manner with the appropriate course number (Internships - 91:406; Externships - 91:407; Judicial Externships – 91:399).

All students who are chosen for positions in the lottery will be expected to be present each day of the entire session. Absences for reasons other than unanticipated emergencies must be approved in advance by the entire Clinic faculty. While Clinic schedules may be altered to accommodate final exams, Clinic responsibilities continue through the exam period.

In addition to completing the lottery for the spring Clinic, you must submit a resume if you are chosen for, and confirm, a U.S. District Court, Magistrate, or Bankruptcy Clerkship, or an Iowa Attorney General externship.

Students who apply for a position with any of the judicial clerkships should possess strong research and writing skills. The largest portion of your time will be spent researching legal issues and writing memoranda, orders and opinions. Additional prerequisites apply, as indicated in the descriptions of the judicial clerkships at pages 8-9.

## **IV. CREDITS, SELECTION AND PREFERENCES**

### **A. Credits**

The maximum number of credits available in the spring semester depends on the program in which a student is enrolled:

1. Iowa Attorney General, Judge Pratt's Chambers, and Youth Law Center: 15 credits. The 15 hours of credit includes 13 hours of credit for field work and the clinic classroom component, and 2 hours of credit for a mandatory research and

writing project. These placements are also available for 9 credit hours without the paper requirement.

2. Student Legal Services and Kids First Law Center: 6 credits
3. All other externships: 9 credits
4. The Legal Clinic: 9 credits

As with regular courses, you are expected to devote 3 to 4 hours each week per credit hour to your Clinic work. This translates to 27 to 36 hours per week in a 9-credit placement; 18 to 24 hours per week in a 6-credit placement; and full-time hours in the 15-credit placements.

**Students registered for 9 credits or more may not take more than a total of 15 credits for the semester except by permission of clinic faculty.**

Except by special permission, students may only count up to fifteen clinic credit hours toward graduation; students may count only a total of twenty credit hours of clinic and non-law school courses toward graduation. The twenty credit hour limitation is not waivable.

**The last date to drop any Clinic position without penalty, with the exception of the US Attorney offices, is December 9, 2011. Students choosing to drop after that deadline without a medical or unexpected emergency shall receive a minimum of 1 credit hour of 1.5. Students who have accepted positions with the US Attorney's offices are not permitted to drop out of the program after their final acceptance, due to an extensive and costly security clearance process.**

## **B. Selection; Preferences**

Because demand for clinic courses usually exceeds supply, selection for the clinic programs is done by means of a lottery. Prerequisites exist for some externships and preferences in those placements will be given to students who have completed certain courses (see discussion, *infra*).

Preference in the selection process for all programs, except the 15-credit hour positions in Des Moines, which may be taken for 9-credit hours, is given to persons who sign up for the maximum number of permissible credits (see above). Preference in the selection process is also given to students who have not previously held a position in an office. After a student is selected for a particular clinic by virtue of signing up for the maximum number of credits, permission to reduce that number of credits may be denied if the lottery was over-subscribed that semester so that other students seeking to enroll for the same or a smaller number of credits were turned away.

To third year students for whom this is the final opportunity to enter the Clinic lottery, and who have not been selected in prior lotteries: If you have entered the Clinic lottery unsuccessfully

one or more times previously and this is your final opportunity to enter the Clinic lottery prior to your graduation, the Clinic faculty is hopeful that you will succeed in this last opportunity to participate in a law school Clinical experience. To that end, please select your priorities carefully to maximize your chances. If you need advice in doing so, please consult a Clinic faculty member. However, if you are not chosen in this lottery, and if you still desire a Clinical placement, please make an appointment to meet with a member of the Clinic faculty as soon as possible after the results of the lottery have been announced. At that meeting, we will discuss with you any vacant Clinical openings, and attempt to work out a way for you to enroll in Clinic. While we can not promise we will find a placement for you, we do promise to make every effort to help you get a clinic experience before graduation.

## **V. WRITING CREDITS**

With permission of the faculty supervisor, a clinic student in any of the programs may receive writing credits for appropriate writing projects undertaken as part of Clinic responsibilities. Arrangements for writing credits should be made as early in the semester as is feasible. We will make an effort to assign cases that will produce appropriate writing. Given the nature of legal practice, however, we cannot guarantee that a writing project will materialize in any given case. Both the Clinic Policy on the Award of Writing Credits and the Request for Writing Credit forms are available from the clinic secretaries, Room 380 of the Clinic Suite.

**Students assigned to the Des Moines 15 hour externships must complete a two-credit writing project as part of their externship.**

**Students in their last semester of law school before graduation are not permitted to do a 15-credit externship involving the 2-credit paper.**

## **VI. PROGRAM DESCRIPTIONS**

### **A. The Legal Clinic Internship (91:406)**

The Clinical Law Program offers an "in-house" Clinic known as the Legal Clinic, which is located on the third floor of the law school. The cases are supervised by full-time faculty members, and Clinic students have primary responsibility for the representation of their clients at all stages of the legal process, including interviewing and counseling, negotiation, fact investigation, depositions, drafting and briefing, and courtroom appearances. Many students will have an opportunity to appear before the various state and federal trial or appellate courts, or before administrative agencies.

While there is a single lottery for the Legal Clinic, after the lottery is complete students will have the opportunity to express a preference for particular types of cases on which to work. Areas of practice in the Legal Clinic include:

1. Employment Law: concentrates on employment practices, discrimination, unemployment compensation, unfair employment practices, workers' compensation, etc.
2. General Civil: may include Wills, Powers of Attorney, Guardianships and Conservatorships, Business/Commercial, HIV/AIDS, Family Law, Health Law, Intellectual Property, Landlord-Tenant/Real Estate, Animal Rights, Consumer Law.
3. Criminal Defense: includes misdemeanor trial defense, state post-conviction proceedings, and federal habeas corpus.
4. Immigration: representation of immigrants, primarily in the areas of removal defense, asylum, and family-based benefits.
5. Law and Policy In Action: furnish technical and consultant services and advice to community organizations, local governments, developers, lawmakers and others on housing, universal design, transportation, disability, accessibility and other issues. The projects also include community education programs, workshops and training, legislative advocacy, research studies and reports and collaboration with the public and private sectors.
6. Assistive Technology Project: individual client representation. Represent adults and children in need of gaining access to assistive technology and other equipment critical to their education, health and independence. Cases include special education, consumer protection, Medicaid, Medicare, and insurance reimbursement. Work with the Iowa Program For Assistive Technology (IPAT) on individual client cases.
7. Domestic Violence: representation of persons seeking protective orders or contempt sanctions from the court.
8. Public Benefits: representation of persons seeking public benefits, including Social Security disability, unemployment insurance, FIP, and medical assistance.
9. Muscatine Intake Project: students will conduct initial intakes on a broad range of civil matters. The majority of clients speak Spanish, and interviews are conducted through a translator. Students will follow up on select cases following the initial interview.
10. Family Assistance Clinic: students will represent parents whose children are the subject of Child In Need of Assistance proceedings.

The Legal Clinic is offered for a maximum of 9 credit hours in the initial semester.

Since the time demands in the Legal Clinic are substantial, preference is given to students signing up for the maximum credits (9). Students are expected to spend 3 to 4 hours per week in the Clinic for each credit hour of enrollment. This translates to 27 to 36 hours per week in

the Clinic for a 9-credit hour student. **At least 3 hours per week per enrolled credit hour should be scheduled during the regular business hours of Monday through Friday, 8:00 am to 5:00 pm.**

### **B. 1. Externship Placements (91:407)**

Under the supervision of faculty members and staff attorneys, students act as staff attorneys in the following offices:

1. Student Legal Services (SLS). Located in the Iowa Memorial Union, Student Legal Services provides legal counsel for registered University students. It is staffed by Clinic students, a supervising attorney, and support staff. Clinic students handle matters from start to finish and are lead counsel on every case, including first chair at trial. Frequent areas of practice are defense of criminal misdemeanors, landlord-tenant litigation, and dissolutions of marriage. A complete description of extern responsibilities and performance criteria is available at Student Legal Services. 6 credit hours.
2. Iowa City Human Rights Commission/Iowa City City Attorney's Office. Students will participate in the legal work performed by the City, dividing their time between the Human Rights Commission and the City Attorney's Office. At the Commission, the student will participate in investigating and analyzing of complaints of violations of the City's Human Rights Ordinance. At the City Attorney's office, the student will primarily prosecute ordinance violations in Magistrate's Court. The student will need to be free as many mornings as possible. To apply for this position, students must have taken Evidence and first preference will be given to students who have also taken Trial Advocacy. 9 credit hours.
3. HELP Legal Services/Davenport (HELP). This office does work for indigent persons and the elderly in Scott and Clinton Counties, including landlord-tenant, family law, housing, debtor/creditor, consumer, and employment cases. 9 credit hours.
4. Iowa Legal Aid/Cedar Rapids. Iowa Legal Aid provides civil legal assistance to persons otherwise unable to afford their own counsel. Cases include family law/domestic abuse, housing, welfare and income maintenance, Medicare/Medicaid, social security, etc. 9 credit hours.
5. Kids First Law Center/Cedar Rapids. This office provides free representation for children whose parents are involved in high-conflict custody or divorce cases. Students may conduct case investigations, participate in discovery and argue motions, interview witnesses and help prepare their trial testimony, draft correspondence and pleadings, conduct legal research, facilitate negotiations between the child clients' parents, and strategize with the attorney of record as

to how to proceed in cases. Since the cases are already pending, this clinic will focus on the development of litigation skills. Students are also expected to co-lead at least 3 evening or Saturday morning educational workshops for children whose parents are divorcing with Kids First attorneys. An interest in child advocacy is necessary. 6 credit hours.

6. Iowa Attorney General/Des Moines (resume required). Students will be assigned to one of the various divisions of the Attorney General's Office in Des Moines. Past placements have included the divisions of Administrative Law, Consumer Protection, Criminal Appeals, Human Services, and Tort Claims. There is no need to specify the division that interests you until you are selected for the externship. This position is available for 9 or 15 hours of credit. The 15 hours of credit includes 13 hours for field work and the Clinic classroom component and 2 hours for a mandatory research and writing project. The 15-hour credit option is not open to students who are in their final semester of law school.
7. Youth Law Center/Des Moines. Students in this office will be involved in the direct representation of children who are clients of the Center, working primarily in juvenile court in Child in Need of Assistance (CINA) cases involving physical abuse and neglect, sexual abuse, drug exposed infants, etc. Students will also be involved in the child policy and advocacy component of the Center. This position is available for 9 or 15 credit hours. The 15 hours of credit includes 13 hours for field work and the Clinic classroom component and 2 hours for a mandatory research and writing project. The 15-hour credit option is not open to students who are in their final semester of law school.
8. Federal Public Defender's Office/Cedar Rapids. This externship involves working with attorneys and support staff defending individuals charged with federal crimes. Students working in this office will do a substantial amount of research and writing, as well as fact investigation and interviewing witnesses. 9 credit hours.
9. State Appellate Defender's Office/Des Moines. NEW PLACEMENT. The student will be responsible for developing appellate arguments, drafting briefs, and arguing cases before the Iowa Court of Appeals or Iowa Supreme Court when the court calendar allows. The externship requires substantial legal research and writing. Students must have completed Criminal Procedure: Investigation in order to enter the lottery, and the State Defender prefers that the externs have also completed Appellate Advocacy I. 9 credit hours.

Due to potential conflicts, students assigned to some externship offices are supervised by members of the faculty who do not regularly work in the Clinical Law Programs. The availability of these externships in a particular semester is dependent on the availability of faculty supervisors. If arrangements cannot be made for adequate faculty supervision, the Clinic staff reserves the right to cancel these externships.

## B.2. Judicial Externship Placements (91:399)

Judicial Externships are available with a variety of federal judges and a state appellate court. Placements for the spring 2012 semester include:

1. Chambers of The Honorable Robert Pratt, Chief Judge of the U.S. District Court for the Southern District of Iowa/Des Moines (resume required). This position is an opportunity for a law student to serve as part of a federal district court judge's staff for a semester. Most of the student's time will be spent on writing projects, and responsibilities include research, memo-writing, blue booking and editing. Students should possess a strong interest in public service. Applicants must have a minimum GPA of 2.8 to apply. This position is available for 9 or 15 credit hours. The 15 hours of credit includes 13 hours for field work and the Clinic classroom component and 2 hours for a mandatory research and writing project. The 15-hour credit option is not open to students who are in their final semester of law school.
2. Chambers of the Honorable Thad Collins, Bankruptcy Court/Cedar Rapids (resume required). Students will serve as clerks to the Bankruptcy Judge in the Northern District, drafting opinions and orders and assisting with hearings. Applicants must have a minimum GPA of 2.8 to apply and they must have taken Debt Transactions or Commercial Transactions with a minimum grade of 2.8. First preference will be given to students who have also taken Bankruptcy Law. Second preference will be granted to students currently enrolled in Bankruptcy Law. 9 credit hours.
3. Chambers of The Honorable Judge John A. Jarvey, Judge of the U.S. District Court for the Southern District of Iowa/Davenport (resume required). Students will conduct research, draft opinions, participate in chambers conferences, etc. Most of the students' time will be spent on writing projects, attending court hearings, and responsibilities including research and memo-writing. Applicants must have a minimum GPA of 2.8 to apply. 9 credit hours.
4. Chambers of the United States Magistrate Judge, Southern District of Iowa, Des Moines (resume required). This externship is a clerkship in the chambers of the Honorable Celeste Bremer, United States Magistrate Judge. Students will serve as junior clerks conducting research, drafting opinions, coordinating trials, participating in chambers conferences, etc. In addition to attending to pre-trial matters in cases assigned to the District Judges. Judge Bremer frequently presides over bench and jury trials which have been referred to her by the District Judges, or where parties have consented to her presiding. Applicants must have a minimum GPA of 2.8 to apply. 9 credit hours.

5. Chambers of United States Magistrate Judge, Southern District of Iowa, Davenport (resume required). This externship is a clerkship in the chambers of the Honorable Thomas Shields, Chief United States Magistrate Judge for the Southern District of Iowa, located in Davenport. Judge Shields also is cross-designated to the U.S. District Court for the Central District of Illinois, where he regularly presides at the federal courthouse in Rock Island. Students in this position would be involved in both civil and criminal cases, doing research and drafting proposed opinions and orders. Students would attend civil and criminal hearings and on some occasions act as a clerk responsible for drafting minutes of the proceedings. Applicants must have a minimum G.P.A. of 2.8 to apply. 9 credit hours.
  
6. Chambers of United States Magistrate Judge, Northern District of Iowa, Cedar Rapids (resume required). This externship is a clerkship in the chambers of the Honorable Jon Scoles, United States Magistrate Judge. Students can expect to conduct research, draft proposed rulings on motions, observe trials and participate in chambers conferences, etc. Applicants must have a minimum GPA of 2.8 to apply. 9 credit hours.

Judicial externships are positions that require substantial amounts of research and writing. Most judges ask their externs to draft between one and two memos a week on a wide variety of topics, including pending motions in cases before the court, trials that are ongoing in the court, and other types of research needed by the judge. While they will receive input from the judges and the judges' law clerks, much of the students' work will be conducted independently. These assignments have tight deadlines and may need to be prepared quickly.

The judicial externship program includes bi-weekly seminar sessions on Fridays from 4:00-6:00. The students will also meet with the faculty supervisor on an individual basis each week for one hour, on Fridays from 4:00-6:00 or Saturdays from 9:00-12:00.

## **VII. CLASSROOM COMPONENT**

The classroom component is a required element of every first semester in-house internship and non-judicial externship in any Clinic program. The classroom component consists of small group simulations on interviewing, counseling, depositions, case planning, negotiations and other subjects and skills, at a time to be determined at Clinic orientation, and occasional large group meetings at a time to be determined. Weekly seminar sessions for judicial externships are described in Section VI.

## **VIII. GRADING**

All Clinic programs are graded numerically.

## **IX. QUESTIONS**

If you have questions about any of the information provided in this handout, please contact the Clinic office.

Note that Clinic externships may involve substantial travel to satisfy Clinic requirements. While students may be reimbursed by their placement for costs, including travel incident to client representation, they will not be reimbursed for travel to and from the externship.

SIGN UP AND PREFERENCE SHEET  
SPRING 2012 CLINIC LOTTERY

Name \_\_\_\_\_ Credits earned \_\_\_\_\_

Anticipated date of graduation \_\_\_\_\_ Semesters completed \_\_\_\_\_

	<u>The programs available are:</u>	<u>Prerequisite:</u>	<u>Max. Credits</u>
101	The Legal Clinic (in-house)		9
102	Student Legal Services (Iowa City)		6
103	Iowa City Human Rights Commission/Iowa City City Attorney	Evidence required; Trial Ad preferred	9
104	Iowa Legal Aid (Cedar Rapids)		9
105	HELP Legal Aid (Davenport)		9
106	Kids First Law Center (Cedar Rapids)	Interest in child advocacy	6
107	Iowa Attorney General (Des Moines)	Final semester students excluded (15 hr)	9 or 15*
108	Youth Law Center (Des Moines)	Final semester students excluded (15 hr)	9 or 15*
109	Federal Public Defender (Cedar Rapids)		9
110	State Appellate Defender (Des Moines)	Criminal Procedure: Investigation required; Appellate Advocacy I preferred	9
113	Judge Pratt's Chambers (Des Moines)	Final semester students excluded (15 hr) minimum 2.8 GPA	9 or 15*
115	Judge Collins' Chambers (Cedar Rapids)	Debt Transactions required; Bankruptcy Law preferred; minimum 2.8 GPA	9
116	Judge Jarvey's Chambers (Davenport)	minimum 2.8 GPA	9
117	Judge Bremer's Chambers (Des Moines)	minimum 2.8 GPA	9
118	Judge Shield's Chambers (Davenport)	minimum 2.8 GPA	9
119	Judge Scoles' Chambers (Cedar Rapids)	minimum 2.8 GPA	9

List in descending order of preference, your preference numbers as to clinical assignment. In the middle column, list with regard to each of your preferences how many academic credits you want to take it for. In the right-hand column, set out the name of prerequisite courses you have taken (only for those positions requiring prerequisites).

<u>Program Preference #</u>	<u>Credit Hours</u>	<u>List Prerequisites Taken:</u>
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____
(5) _____	_____	_____
(6) _____	_____	_____
(7) _____	_____	_____
(8) _____	_____	_____
(9) _____	_____	_____
(10) _____	_____	_____
(11) _____	_____	_____

You can sign up for as many clinical placements as interest you. Placements will be determined by lottery. Preference will be given to students requesting **maximum** credits for the particular placement unless stated in the preceding materials.

\*\*\*\*\*ONLY APPLICATIONS LISTING THE CORRECT PREREQUISITES WILL BE CONSIDERED.\*\*\*\*\*

1. If you feel you have some particularly good reason for being assigned to a particular office, please state it here.
  
2. Indicate any jobs or other non-flexible time commitments you will have during the semester. To assist us in determining whether there is a potential for conflict of interest, please list any legal employment you have had in the past, have now, or plan to have during the semester you are applying to be in Clinic.

3. Address and telephone number where you can be reached during the remainder of the year.

Fall 2011

Winter Break

Spring 2012

Address:

Address:

Address:

Phone:

Phone:

Phone:

E-mail:

E-mail:

E-mail:

4. If you are a third year and this is your last chance at a Clinic position, or if there are any other issues we should know, please use this space.

**THIS FORM MUST BE COMPLETED AND RETURNED TO MISHALLE ECKLAND IN ROOM 380 BY FRIDAY, OCTOBER 28, 2011 AT 4:30 P.M.**