

**APPLICATIONS DUE: Monday October 30, 2006 AT 6:00 P.M.**

**CLINIC ENROLLMENT INFORMATION**

TO: All Students Interested in Clinical Programs for **SPRING 2007 Term**

FROM: Professor Marianne Artusio,

RE: Clinical Programs

DATE: October 16, 2006

Students who wish to enroll in any clinic for the SPRING 2007 semester should file their applications as soon as possible. **APPLICATIONS ARE DUE MONDAY, OCTOBER 30, 2006 AT 6:00 P.M.** Early applications are encouraged. Subject to minimum enrollment requirements, there will be ten clinical courses offered during the Spring 2007 semester: the **Judicial Clerkship Clinic, the Civil Rights Litigation Clinic, the Criminal Law Clinic, the Family Law Clinic, the International Human Rights Clinic, the Civil Externship Clinic, the Business Technology Law Externship Clinic, the Elderlaw Clinic, the Non-Profit Law Clinic and the Nassau/Suffolk Law Services Rotation.** **Evening students are given priority for enrollment in the Non-Profit Law Clinic and the International Human Rights Clinic.**

Class Schedule

Clinics and Rotations in the day division are usually scheduled between 3:30pm and 6:10 pm on either Monday or Tuesday. The International Human Rights Clinic will be scheduled for Thursday evenings between 8:10 and 9:55 p.m. and the Non-Profit Law Clinic will be on Thursday evenings between 6:30 and 9:10 p.m.

Application and Registration

Registration for each of the Clinics is by permission of the instructor only. The Registrar will receive a list of the students permitted to register. Acceptances will be posted in the Clinic office and the registrar's office. You may register by paper registration after you have accepted the offer of a placement. You may not register for a clinic or rotation by the online registration system.

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

While a student may be accepted into the Judicial Clerkship, Civil Externship Clinic or Business

Technology Law Externship Clinic, an interview with a supervising Judge or attorney will be necessary for placement with the individual Judge or attorney. These interviews should take place before the Spring semester begins.

**You should return your applications with supporting material to Susan Kanner in the clinic office, Room 204.** Any questions regarding the clinical offerings should be addressed to Professor Artusio. You may also consult your faculty advisor.

### Course Description & Requirements

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

A description of each clinic and rotation, its requirements and credit allocations is presented on the Touro Law Center Website. From the home page click on "Academic Programs", then click on "Clinics". You may then click on the name of the clinic in the text or the left side of the page to view its description.

### Prerequisites

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

If you wish to ask that a prerequisite or co-requisite be waived, you must write a separate letter, making that request for the appropriate clinic, explaining the reason you believe the requirement should be waived.

### Application Information

**No student will be permitted to enroll in more than one clinic or externship at the same time.** However, in order to maximize the number of students who may take a clinic, and because

we cannot assure that you will be accepted into your first choice, you are encouraged to apply for two or more clinics. To apply for any of the clinics, you **must submit a signed application, writing sample and resume for EACH clinic to which you have applied.** Some clinics require supplementary information. Please be sure to check which clinics require supplementary information sheet and complete the requested information for those clinics **No application will be considered without all the above information.**

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

### Selection Criteria

All students who will have completed credits equivalent to one year of full-time law school by December 31, 2006, may apply for the clinics. Factors relevant to selection for admission into the clinics include:

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

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

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

### Notification of Acceptance

Applications will be processed as quickly as possible. **The list of accepted students will be posted on or before the first day of registration. Accepted students must confirm their acceptance of the offer of a place in a clinic in writing, which must be submitted to the clinic office. Failure to accept in writing may result in your place being offered to another student.** (Late applications may be accepted – but the first selection will be made from the

students whose applications were submitted by the application deadline.) If you do not know by your registration deadline whether you have been accepted, plan to register for other courses. If you are accepted, you will be permitted to add/drop the course for which you have registered without penalty.

It is possible that a waiting list will be established for one or more of the clinics.

### Selecting a clinic

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

**SPRING 2007 TOURO LAW CENTER CLINICAL PROGRAMS  
GENERAL APPLICATION FORM**

**Copy this form and the answer sheet for each clinic you apply for & include a supplement, if required. Attach a resume and writing sample to each copy of the application.**

NAME OF STUDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-mail: \_\_\_\_\_

DIVISION:  DAY  EVENING  FULL-TIME  PART-TIME

\_\_\_\_\_ NUMBER OF CREDITS EARNED (By December 31, 2006) \_\_\_\_\_ EXPECTED GRADUATION

LIST THE CLINICS YOU ARE APPLYING FOR IN THE ORDER OF YOUR PREFERENCE:

SUPPLEMENT IS ATTACHED (Circle)

[1] \_\_\_\_\_ YES/NO

[2] \_\_\_\_\_ YES/NO

[3] \_\_\_\_\_ YES/NO

[4] \_\_\_\_\_ YES/NO

HAVE YOU SUCCESSFULLY COMPLETED THE PREREQUISITES FOR EACH CLINIC? \_\_\_\_\_  
IF NOT, WHICH COREQUISITE WILL YOU TAKE IN SPRING '07? \_\_\_\_\_  
ATTACH A SEPARATE SHEET TO ANSWER THE FOLLOWING QUESTIONS.

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

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2006 AT 6:00 PM**  
**DELIVER TO SUSAN KANNER IN ROOM 204**

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

Signed \_\_\_\_\_

**Supplement to the Application for the Judicial Clerkship (2 pages)**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**STATE/FEDERAL PREFERENCE**

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

- State Court Judge
- Federal Court Judge

**TYPE OF DOCKET**

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

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

**GEOGRAPHICAL PREFERENCE**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Suffolk County | <input type="checkbox"/> Bronx         |
| <input type="checkbox"/> Nassau County  | <input type="checkbox"/> Brooklyn      |
| <input type="checkbox"/> Staten Island  | <input type="checkbox"/> Manhattan     |
| <input type="checkbox"/> Queens         | <input type="checkbox"/> Other : _____ |

**PRIORITIES OF PREFERENCES**

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

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

Any other information relevant to selecting a placement with a Court or a particular judge:

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**Supplement to the Application for the Criminal Law Clinic**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**RELEVANT COURSES TAKEN:**

Have you taken:

Selected Topics in Criminal Procedure

Criminal Procedure

Professional Responsibility

Evidence

Selected Topics in Criminal Justice

Criminal Law II

List any other relevant courses: \_\_\_\_\_

**PLACEMENT PREFERENCES**

Indicate your first six preferences, in order 1-6, (1 is your first preference, 2 is your second choice, etc.)

\_\_\_\_\_ Suffolk District Attorney

\_\_\_\_\_ Suffolk Legal Aid

\_\_\_\_\_ Nassau District Attorney

\_\_\_\_\_ Nassau Legal Aid

\_\_\_\_\_ Queens District Attorney

\_\_\_\_\_ Queens Legal Aid

\_\_\_\_\_ Brooklyn District Attorney

\_\_\_\_\_ Brooklyn Legal Aid

\_\_\_\_\_ Manhattan District Attorney

\_\_\_\_\_ Manhattan Legal Aid

\_\_\_\_\_ Bronx District Attorney

\_\_\_\_\_ Bronx Legal Aid

\_\_\_\_\_ Staten Island District Attorney

\_\_\_\_\_ Staten Island Legal Aid

\_\_\_\_\_ Other

**PREFERENCE QUESTION:**

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

**Supplement to the Application for the Family Law Clinic (2 pages)**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Students usually work in the Family Court in Central Islip representing victims of domestic violence one day each week. This must be on entire day from 9:00 - 5:00 because of the demands of the Court schedule. Students should also have a second morning available (until 1:00 p.m.) when they can appear in Court representing child support clients. (This will be needed about 6-10 times during the semester and is credited against office time.) The balance of the required hours (approximately ten per week) are devoted to work on assigned cases and will be spent in the Clinic office. Because much of our work involves public agencies, at least seven of those ten weekly hours must be scheduled before 6:00 p.m., and should include at least two blocks of three hours each.

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

Please read and initial each item.

- \_\_\_\_ 1. I understand that successful completion of *Family Law* is a **prerequisite** for the Clinic. That means that I have already completed Family Law or am taking the course this term. ***[If not, then do not apply for this Clinic.]***
  
- \_\_\_\_ 2. I understand that I will have to participate in the Domestic Violence Clinic in Suffolk County Family Court at Central Islip on the same day each week from 9:00 a.m. to 5:00 p.m. I understand that this requirement supersedes jobs, personal problems, interviews, transportation problems, etc.
  
- \_\_\_\_ 3. I understand that I will have to spend ten hours each week in the Clinic office working on my cases. I also understand that at least seven of the ten hours must be before 6:00 p.m. and at least two blocks of three hours each.
  
- \_\_\_\_ 4. I understand that I must have one additional morning (until 1:00 p.m.) available in case I need to go to court on child support proceedings.
  
- \_\_\_\_ 5. I understand that to arrange available court time I may be required to take one or more evening division sections of a course instead of a day section.

**Supplement to the Application for the Civil Externship Clinic**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

***Please initial:***

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

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

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

(1)

(4)

(2)

(5)

(3)

(6)

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

Private law firm \_\_\_\_\_ Corporate legal department \_\_\_\_\_

Government office \_\_\_\_\_ Public interest organization \_\_\_\_\_

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

PLACEMENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

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**Supplement to the Application for the Business Technology Law Externship Clinic**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

***Please initial:***

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

\_\_\_\_\_ I will work under the supervision of an attorney supervisor who will provide the needed guidance and instruction in the placement. The supervisor will discuss my progress with the Professor and evaluate my work as part of the grading process.

**RELEVANT COURSES TAKEN:**

Have you taken (or are you planning on taking at the same time as the Clinic):

	completed	Spring '07
__ Cyberlaw	_____	_____
__ Computer Law	_____	_____
__ Selected Topics in Corporate Law: Garage to IPO	_____	_____
__ Cybercrime	_____	_____
__ Privacy in the Digital Age	_____	_____
__ Intellectual Property	_____	_____
__ Patent Law	_____	_____
__ Patent Practice	_____	_____

List any other relevant courses or work experience: \_\_\_\_\_

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

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

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

Private law firm \_\_\_\_\_

Corporate legal department \_\_\_\_\_

I (have) (have not) identified a possible placement. I acknowledge that any possible placement must be approved by the Professor as being suitable for the Clinic and for me, and that I may be placed at another placement.

PLACEMENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

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