

Golden Gate University School of Law  
Clinical Legal Education Program

# Student Handbook

## Student Handbook

### Table of Contents

<b>I.</b>	<b>Educational Objectives &amp; Structure of the Clinical Program</b>	
A.	Objectives of the Clinical Program	p. 1
B.	Overview of Clinical Opportunities	p. 2
C.	Note on Nomenclature	p. 2
D.	Educational Components of the Clinics	p. 2
<b>II.</b>	<b>Procedures &amp; Policies: Enrollment &amp; Course Credit</b>	
A.	Eligibility, Course Credit, and Grades	p. 4
B.	Finding a Placement	p. 4
C.	Application, Enrollment and Registration	p. 5
D.	Repeating a Clinic	p. 5
E.	Prohibition on Compensation	p. 5
<b>III.</b>	<b>Descriptions &amp; Prerequisites</b>	
A.	In-House Clinics	p. 5
	Environmental Law & Justice Clinic	
	Women's Employment Rights Clinic	
B.	Field Placement Clinics	p. 6
	Capital Post-Conviction Defense Clinic	
	Civil Field Placement Clinic	
	Criminal Litigation Clinic	
	Environmental Law Clinic	
	Immigration and Refugee Policy Clinic	
	Landlord-Tenant Law Clinic	
	Pro Bono Tax Clinic	
	Real Estate Clinic	
C.	Judicial Externship Program	p. 9
D.	Other Live Client Opportunities	p. 9
	Lawyering Skills: Client Advocacy (Homeless Advocacy Project)	
	Street Law	
<b>Appendix</b>	Application Forms	p. 11

# **I. Educational Objectives & Structure of the Clinical Program**

## **A. Objectives of the Clinical Program**

The Clinical Program at Golden Gate University School of Law offers students course credit for direct legal experience with clients, practicing lawyers, and judges in a supervised setting. Participation in this program differs from paid legal work available to students, both in the level of supervision provided, as well as the requirement of attendance at classes in conjunction with the placement. Instructors monitor the quality of the clinical experience and ensure that the clinics are integrated with the other parts of the law school curriculum. Clinics expose students to diverse legal assignments at each placement, with a level of responsibility not typically available to students. The educational value of this program depends on appropriate organization and supervision by law school faculty, individual instructors, and field supervisors.

Our clinical program is designed to serve the following objectives:

1. Develop professional skills such as problem solving, legal analysis and research, factual investigation, written and oral advocacy, creative problem solving, professionalism, and dispute resolution. By practicing under supervision with real clients or judges, students learn to: (a) counsel and communicate effectively with clients, opposing counsel, and the court; (b) identify factual and legal issues through research, formulate relevant legal theories, and pursue appropriate strategies; (c) draft effective memoranda, pleadings, transactional documents, and correspondence; (d) comply with court rules and procedures; (e) confront and resolve ethical problems; (f) learn to organize and manage their legal work and balance competing priorities; and (g) resolve disputes effectively.
2. Help students learn the workings of courts and legal organizations and expose students to the legal profession. Through this exposure, the clinical program also gives students the opportunity to participate in activities designed to improve the legal profession.
3. Enhance students' learning of a particular area of law and provide students "real world" experience that enables them to participate more effectively in law school classes.
4. Offer students on-the-job training, particularly in research and writing, which complements their overall program of law school coursework.
5. Provide students with field experiences that support research projects.
6. Permit students to begin making contacts in the profession, enhancing their ability to obtain employment and find potential role models and mentors.
7. Reduce students' uncertainties about their ability to function as lawyers.
8. Provide students the opportunity to become aware of meaningful career alternatives, particularly in public interest and government settings.
9. Provide students the opportunity to assess the effectiveness of our legal processes firsthand, which in turn enhances their ability to offer realistic and thoughtful criticism and suggestions for reform.
10. Stimulate scholarship about clinical legal education among faculty members.

## **B. Overview of Clinical Opportunities**

1. *In-house Clinics:* The law school offers two in-house clinics: the Environmental Law and Justice Clinic and the Women's Employment Rights Clinic. Each of these clinics operates on school premises, with participating students performing the bulk of their work in the clinic offices, under the supervision of full-time faculty.
2. *Field Placement Clinics:* The law school offers a number of field placement clinics, supervised by law school faculty, where participating students work at outside firms, companies, agencies, or organizations.
3. *Judicial Externship Program:* Students work in selected courts under the supervision of a judge or research attorney.
4. *Other live client opportunities:* The law school collaborates with the Bar Association of San Francisco in teaching *Lawyering Skills: Client Advocacy*. Students learn client advocacy skills and work with clients of the Bar Association's Homeless Advocacy Project. Students in *Street Law* participate in weekly seminars in substantive law and teach a 12-week course in basic law and procedure to local high school students.

## **C. Note on Nomenclature**

The term "*clinic*" refers to the law school's in-house or field placement clinics, where students perform legal work and assist with cases.

A "*judicial externship*" refers to working with the staff of a judge or court, where students assist in performing the work of judicial law clerks or staff attorneys.

Most courts and law schools, including Golden Gate, use the term "*clerkship*" or "*judicial clerkship*" to refer to a post-law school paid position, in which qualified law graduates work for a particular judge or court for a year or two after graduating from law school. See Law Career Services for information pertaining to judicial clerkships.

Some law firms use the terms "*clerkship*," "*law clerk*," or "*summer associate*" to refer to a paid position, either full-time during the summer or part-time while in law school. ABA standards prohibit awarding academic credit for paid work.

## **D. Educational Components of the Clinics**

Each clinic includes three educational components: a carefully supervised practice experience; a classroom component; and written work.

### **1. Supervised Practice Experience**

Students must work a minimum of 45 hours per unit in each field placement clinic. For example, a 3-unit clinic would require approximately 10 hours of clinical work per week during the 14-week semester.

Since the summer session is only 7 weeks long, the amount of time devoted each week to summer clinical work would be greater. For example, a 3-unit summer clinic would require approximately 20 hours of work per week.

The hours spent in class (see below) may not be counted in the 45 hours per unit. The instructor overseeing the clinic will visit each placement periodically to evaluate its suitability for a law student's field experience.

## **2. Classroom Work**

Each clinic includes a classroom component or seminar, meeting throughout the term. The classroom component may be met by requiring concurrent enrollment in a related seminar. At the instructor's discretion, class meetings may be supplemented by individual sessions. All participating students must enroll in the appropriate seminar or clinic course offered that semester in order to receive academic credit for their work experience.

The classroom component is designed by the instructor and approved by the Curriculum Committee. The classroom component is designed to serve a variety of purposes. For example, it may serve as an advanced course in the substantive areas of the law in which the student is working. It also serves as an opportunity for the student's "guided reflections," per ABA standard 305(e)(7), to consider and discuss questions of justice and broad legal issues raised by the legal work the student performs. Class discussion may involve ethical issues arising in the student's fieldwork, issues of gender, sex, or race bias in the context of the student's placement, or materials presented by guest lecturers. Readings from assigned texts or articles may be required. The classroom component also is intended to provide an opportunity for students to discuss issues that arise in the clinical setting.

## **3. Written Work**

Students complete written work as part of the clinical placement. It is anticipated that virtually all clinical placements will require that the student complete written work within the placement itself (e.g., briefs, draft opinions, memoranda, motions). Field placements require that copies of each student's work product must be submitted to the instructor, unless the field supervisor does not allow outside circulation of such materials. In such a case, individual arrangements will be made between the instructor and the field supervisor to ascertain whether the quality and quantity of the student's written work is satisfactory.

In addition to written work performed at the placement, the instructor, at his or her discretion, may require work logs, journals, brief seminar discussion papers, or papers due at the end of the semester. Written evaluations are required from both the student and the field supervisor at the end of the semester.

## **4. Clinic Approval**

No clinical program may be instituted unless it has been approved in the manner prescribed by the faculty. Ordinarily, a recommendation by the Curriculum Committee, followed by full faculty approval, is required for instituting a new program or substantially altering an existing one. The law school will not accept for transfer any credits from a law school clinical program that does not meet the standards adopted by the faculty.

## II. Procedures & Policies

### A. Eligibility, Course Credit, and Grades

Enrollment in clinic courses is limited in number, and prior permission is necessary. Students must have completed 40 units to enroll in a judicial externship. Students must have completed 29 units to enroll in all other clinic courses. See course descriptions for additional prerequisites. Clinic students must be in good academic standing. Students on academic probation may seek permission from the Dean or Director for Student Services to apply to a clinic.

A student may enroll in only one clinic course per term. No student may receive more than a total of 13 units during law school for any combination of clinic courses. Courses that count toward this unit limitation include all externships, clinics, and the *Street Law Program*. Students may enroll in the judicial externship program for 2-13 units. Students may enroll in in-house clinics for 1-3 units or in field placement clinics for 2-4 units per term, unless otherwise noted. Students who have completed 40 units and have a grade point average of 2.5 or better may petition the field placement instructor for a fifth unit.

All clinics are graded on a CR/NC basis, except for the *Women's Employment Rights Clinic*. For clinics which require concurrent enrollment in a seminar, e.g. the *Environmental Law and Justice Clinic*, the seminar will be graded with a letter grade, unless the student submits the Election for Credit/No Credit form to the registrar by the last course meeting. Courses which combine the seminar and clinic components, e.g. the *Landlord-Tenant Clinic* and the *Judicial Externship*, will be graded CR/NC.

The individual clinics may have specific requirements in addition to those set out in this Handbook. The student may be required, for example, to submit a field placement supervisor's statement to the instructor for approval. This requirement particularly is important if the field placement is a new one for Golden Gate (i.e., if the student is the first Golden Gate law student to be placed at a particular firm, agency, organization, or court). Certain dates may be specified by the instructor for meeting any additional requirements. Students should check the "Descriptions and Prerequisites" section of this Handbook, below, to determine the placement requirements of the clinic in which they are interested.

### B. Finding a Placement

1. *In-house clinics, Capital Post-Conviction Defense Clinic, Street Law, and Lawyering Skills: Client Advocacy*: When a student enrolls in any of these courses, the instructor is also the student's supervising attorney and will provide the student's casework. The in-house clinics are often retained as the sole counsel of record for the client, but they may also handle some cases as co-counsel with outside attorneys from the public or private sector.
2. *Landlord-Tenant Law Clinic and Real Estate Clinic*: Students work at placements selected by the instructor. Students in the *Real Estate Clinic* may suggest a new placement to the instructor for approval.
3. *Criminal Litigation Clinic*: Contact the Clinic Director or the instructor for help in locating an appropriate placement. All placements must be approved by the Director or instructor.
4. *Judicial Externship and all remaining field placement clinics*: For all other clinic courses, the student should contact Law Career Services and/or the appropriate instructor who will work with the student to locate an appropriate position. It is important to seek assistance well in advance of the beginning of the semester to secure a position that will best suit the student's goals. Once the clinic begins, the student's work assignments will be provided by the student's direct supervisor, who must be a licensed attorney located at the field placement.

### **C. Application, Enrollment & Registration**

The student must enroll during priority registration for a clinic course to be assured a spot. Registration deadlines are the same as for any other course. Even though instructors must approve placements, students should enroll in the course in a timely fashion, pending instructor approval. In-house clinics publish their application procedures in Law School News and in the course scheduling notes. For all clinics, students must submit an application form **and a resume**. Application forms for the *Judicial Externship* and field placement clinics may be found at the end of this Handbook and on the Registrar's website.

### **D. Repeating a Clinic**

1. *In-house clinics*: Students may repeat either of the in-house clinics for 1-3 units, with the consent of the instructor. Continuing students do not repeat the seminar portion but may be required to attend case discussions.
2. *Field placement clinics*: Students may repeat enrollment in a clinic course with the consent of the instructor. Whether or not repeating students must also repeat the course seminar is determined on a case-by-case basis.
3. *Judicial Externship*: Students may repeat enrollment in an externship. Whether or not repeating students must also repeat the course seminar is determined on a case-by-case basis.
4. *Lawyering Skills: Client Advocacy* and *Street Law*: Students may only enroll in these courses once, but may continue to intern at the Homeless Advocacy Project in a subsequent semester and earn units through the *Civil Field Placement Clinic*.

### **E. Prohibition on Compensation**

ABA standards prohibit awarding academic credit for paid work. In limited circumstances, students may receive reimbursement for unusual out-of-pocket expenses, depending on the policy of the clinic or placements. Note that the prohibition on compensation includes work-study, public interest work-study, Public Interest Law Foundation grants, and Equal Justice Works grants.

## **III. Descriptions & Prerequisites**

### **A. In-House Clinics**

#### **Environmental Law & Justice Clinic (Law 834C, 1-3 units)**

The Clinic focuses on addressing environmental justice issues, including the disproportionate environmental hazards faced by low-income communities and people of color, and the protection and restoration of the environment. Students work on active litigation in court, make presentations at administrative proceedings, and carry out the clinic's community education activities. Students must be certified by the State Bar of California, which requires completion of or concurrent enrollment in Evidence. Students must have completed an environmental law course or have the permission of the instructor. Special scheduling arrangements are made on a case-by-case basis for night students.

Students are required to devote 10.5-17 hours per week to clinic work, for which the student will receive 1-3 units of academic credit. **Students must also enroll in the Environmental Law & Justice Seminar (Law 834G, 3 units).** Students who wish to enroll in the Clinic should submit a letter and resume to Professors Alan Ramo and Helen Kang by the deadline date published in the course schedule. Later applications will be considered if space permits. ELJC offices are located at 62 First Street, Suite 240. See announcements in Law School News for additional application instructions.

Term: This course is generally offered every fall and spring. Continuing students may enroll for the summer term.

Prerequisites: Evidence (or concurrent enrollment). Recommended: Environmental Law and Policy (or concurrent enrollment).

### **Women's Employment Rights Clinic (Law 885B, 1-3 units)**

WERC students handle real cases, representing low-income workers in various types of employment disputes, including unpaid wages, unemployment insurance appeals, family and medical leave, and many types of discrimination claims (sex, race, sexual harassment, disability, pregnancy, and national origin/language discrimination). Students assist many individual clients during the semester and may also have the opportunity to work with a team on complex litigation.

Students are required to devote 10, 12½ or 15 hours per week to clinic work, for which students will receive 1, 2, or 3 units of academic credit, respectively. **Students must also enroll in the Women's Employment Rights Seminar (Law 885S, 3 units),** a weekly seminar that combines skills training and substantive law areas. Special scheduling arrangements are made on a case-by-case basis for night students.

Students interested in working with low-income clients from diverse backgrounds and students with fluency in Spanish or Cantonese are encouraged to apply. WERC is not limited to women students and men are encouraged to apply. Applicants should submit a cover letter and resume to Professor Marci Seville by the deadline date published in the course schedule. Later applications will be considered if space permits. WERC offices are located at 62 First Street, Suite 240. See announcements in Law School News for additional application instructions.

Term: This course is generally offered every fall and spring. There may be opportunities for continuing students to enroll for the summer term or participate as work-study students during the summer.

Prerequisites: Evidence (or concurrent enrollment). Recommended: Employment Law or Employment Discrimination (or concurrent enrollment).

## **B. Field Placement Clinics**

Full course descriptions may be found in the Student Handbook and on the Registrar's website. ***Enrollment in all clinic courses requires instructor approval.*** The Course Schedule for each term provides instructor contact information.

### **Capital Post-Conviction Defense Clinic (Law 896J, 3-4 units)**

The Capital Post-Conviction Defense Clinic introduces students to the representation of indigent defendants challenging their convictions and death sentences on direct appeal and through habeas corpus proceedings in the California Supreme Court. Clinic students attend a mandatory weekly seminar and work on capital cases at the California Appellate Project, a non-profit legal resource corporation serving

the largest population of condemned individuals in the country. Students assist private counsel appointed to represent indigent death row inmates with the research and drafting of pleadings, the investigation of claims, and by collecting and preserving evidence for their post-conviction claims. CAP is located close to Golden Gate University, at 101 Second Street, Suite 600. The seminar topics, reading materials, and class discussion serve as background to the tasks that students perform at CAP. These tasks may include: collection of life history documents; preparation of litigation outlines and chronologies; review of trial testimony, witness statements, and police reports for discrepancies; evaluation of crime scene evidence; researching and drafting of office memoranda and resource materials on various topics for panel attorneys; and drafting of appellate arguments and habeas corpus claims. In addition, CAP student externs are encouraged to attend oral arguments, participate in litigation meetings, and visit a client on death row.

Term: This course generally is offered every fall and possibly more frequently.

Prerequisites: None.

### **Civil Field Placement Clinic (Law 896A, 2-4 units)**

Students find placements, or work with the instructors to locate appropriate placements, in private or non-profit law offices, government agencies, or business legal departments as law clerks, working on civil litigation or engaging in transactional work. Students may work in a wide variety of areas such as civil rights, corporate law, entertainment law, family law, intellectual property law, international law, and personal injury law.

The Civil Field Placement Clinic is offered for 2-4 units. The seminar will meet at least seven times per semester, or 5 times in the summer session. The purpose of the seminar is to provide an opportunity for reflection and learning from other students to strengthen the placement experience. Students are required to complete timesheets and answer journal questions. Attendance at the seminar and the placement is mandatory.

Students must register, submit the Field Placement Clinic Application form, and include a current resume. Students should contact one of the instructors as early as possible to inform them of their placements or to discuss a plan for finding an appropriate placement. Students who seek placements that are within the jurisdiction of other clinics will be referred to those clinics.

This course combines and replaces the former Civil Practice Clinic (Law 787), Family Law Clinic (Law 837D), and Public Interest/Government Counsel Clinic (Law 880C).

Terms: This course generally is offered every term.

Prerequisites: Some placements may have specific prerequisites, e.g. Evidence or Family Law.

### **Criminal Litigation Clinic (Law 896F, 2-4 units)**

Students work in a variety of state or federal criminal justice agencies including trial-level public defender or prosecution offices; appellate defenders or prosecutors; and a variety of other post-conviction programs.

Students must contact the instructor at least four to six weeks before the term begins. For summer, students should apply as early as March 1. Each of the approved placement offices has a person designated as the 'coordinator of student volunteers.' The student is responsible for contacting the coordinator to see if a placement is available and to learn about the requirements (e.g., the minimum number of hours that the employer requires to be worked each week). Initial contact may be by phone or email, followed by a confirming letter and a resume. Some agencies also require a writing sample. The

cover letter should include the information that the student has, or will have, completed Criminal Law, Criminal Procedure, and Evidence before the term begins for which the clinic placement is sought. Litigation Certificate credit will be given for this clinic only if the student appears in federal court on the petty offense calendar or is certified by the State Bar Practical Training of Law Students Program. Certification application forms can be obtained from the Law Career Services Office or [www.calbar.ca.gov](http://www.calbar.ca.gov).

Terms: This course generally is offered every term.

Prerequisites: Criminal Law and Evidence. Recommended: Criminal Procedure, Trial Advocacy and Criminal Litigation. Note: Students who have completed 29 units may apply to the summer session of this Clinic without having taken the courses listed as prerequisites.

### **Environmental Law Clinic (Law 834I, 3-4 units)**

Students in this clinic work in government agencies, public interest organizations, and environmental organizations, such as the San Francisco City Attorney's Office, the Environmental Protection Agency, Communities for a Better Environment, the Sierra Club Legal Defense Fund, and California Rural Legal Assistance. Students may also be placed with law firms engaged in environmental practice.

Students should contact the instructor by the end of October to arrange their placements for the spring semester. The clinic is offered for 2-4 units; however, all day students are strongly advised to enroll for a minimum of 3 units. **Students must enroll in the Environmental Law Practice Seminar (Law 834D, 2 units).** The seminar meets each week during the semester.

Terms: This course generally is offered every spring.

Prerequisites: None. Recommended: Environmental Law & Policy and/or Toxics Law & Policy (or concurrent enrollment).

### **Immigration and Refugee Policy Clinic (Law 842E, 1-2 units)**

Students examine critical policy issues in U.S. immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources. **Students must enroll in the Immigration and Refugee Policy Seminar (Law 842D, 2 units).**

Terms: This course generally is offered every other spring.

Prerequisites: None. Recommended: Immigration Law

### **Landlord-Tenant Law Clinic (Law 869B, 3 units)**

This is a 3-unit course. Under the supervision of the instructor, each student will be assigned a position with a landlord-tenant attorney to work on eviction and other landlord-tenant problems, both residential and commercial. Students learn landlord-tenant practice and share placement experiences in the weekly class. Each student must work at least 180 hours and attend the weekly seminar.

Term: This course generally is offered every spring.

Prerequisites: Property I and II.

### **Pro Bono Tax Clinic (LLM 306, 1-2 units)**

Under the direction of the California Board of Equalization, students in the JD or LLM Taxation Program assist low-income individuals in certain tax disputes before the California Board of

Equalization (BOE). Students draft procedural letters, legal memoranda, and briefs that are submitted to the BOE. Students may also have the opportunity to argue the client's case at a BOE hearing.

Term: This course generally is offered every term.

Prerequisites: Federal Income Tax or Tax Characterization

### **Real Estate Clinic (Law 883, 2-4 units)**

Students will be placed with real estate attorneys and work in their offices under direct supervision. Students may propose their own placement for which they may seek instructor approval. **Students must enroll in the Real Estate Transactions Seminar (Law 883T, 3 units), offered in the fall, or the Real Estate Litigation Seminar (Law 883L, 3 units), offered in the spring, during their clinical semester.** (Students may enroll in the 3-unit seminar without enrolling in the clinic.)

Term: This course generally is offered every fall and spring.

Prerequisites: Property I and II

## **C. Judicial Externship Program**

### **Judicial Externship (Law 896C, 2-13 units)**

Students work in federal, state, and administrative courts under the supervision of a judge or judicial law clerk. A full-time externship can require up to 13 units; most students take 3 to 5 units at a time. Students must attend a mandatory seminar, **the first day of which is just before the start of the semester.** Students who enroll in this course in a summer session are limited to 8 units of credit.

Term: This course generally is offered every term.

Prerequisites: Students must have completed 40 units and have a cumulative GPA of 2.5 for state trial court and 2.75 for appellate and federal court externships.

## **D. Other Live Client Opportunities**

### **Lawyering Skills: Client Advocacy (Law 824D, 3 units)**

Since 1995, GGU students have had the unique opportunity to learn interviewing, counseling and negotiation skills while supervised by faculty members and experienced lawyers at the Bar Association's Homeless Advocacy Project (HAP).

Students undergo an intensive training, conduct simulated interviewing and counseling sessions in class, and then meet at HAP's nearby Mission Street offices with poor people seeking access to legal help. At these 'clinics' (3 or 4 spaced throughout the semester,) students interview clients, identify legal and quasi-legal problems, and consult with their instructor and the HAP staff (lawyers, psychologists, and social workers) to develop solutions. In the class following each clinic, students present counseling plans for their clients to the group. Students advocate for clients in various ways: providing assistance in navigating through various bureaucratic waters; conducting negotiation via phone and letter writing; and, sometimes, appearing with a client at hearings. HLP students may not enroll in this course.

Term: This course generally is offered every spring.

Prerequisites: None.

**Street Law (Law 886, 3 units)**

Each student teaches a 12-week course in basic housing law, family law, consumer law, constitutional law, and criminal law and procedure to local high school students. Students prepare in teacher-training sessions held prior to the teaching assignments and follow up with weekly seminars in substantive areas of the law. This course is counted towards the 13 unit limit on clinical units. Street Law is taught by the University of San Francisco School of Law, with classes meeting at their campus. ***This course requires a significant time commitment.***

Term: This course generally is offered every fall and spring.

Prerequisites: None.

# Field Placement Clinic Application Form

Clinic name: \_\_\_\_\_ Semester and year: \_\_\_\_\_

Student name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Address: \_\_\_\_\_

How many units will you have completed by the time you plan to take the clinic course? \* \_\_\_\_\_

*\*You must complete 29 units prior to beginning the clinic.*

For how many units do you plan to take this clinic? \* \_\_\_\_\_

*\*Students may enroll in 2-4 units per term, for a maximum of 13 units. Most clinic require that you work 45 hours/unit for a minimum of 10 weeks during fall or spring terms or 8 weeks during the summer term. Please refer to the Clinic Handbook, available on the clinic webpage, for more information.*

Have you applied  or been accepted  to a clinical placement?      Yes       No

If no, please consult with Law Career Services and/or the instructor for assistance.

If yes, please complete the following:

Supervising Attorney:	Title:
Organization Name	
Address:	
Email address:	
Sup. Attorney Phone #:	Fax #:

Please indicate your practice area(s) of interest:

Please list any courses that you have taken that are relevant to your placement interest:

Course	Semester and Year	Instructor

Have you completed any other clinics or externships during law school? If yes, please indicate:

Clinic/Externship	Semester and Year	Number of Units

**I understand that the instructor has the discretion to make final selections for each clinic.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Please return this *application* and a current *resume* to the instructor of the clinic in which you wish to enroll. You may email the instructor directly or deliver a hard copy to the Registrar. Instructors and their contact information are listed in the Course Schedule. Please contact the instructor to confirm enrollment and approval of the placement.

# Judicial Externship Application Form

To be considered for enrollment in any clinic course, you must complete this form and submit it to the clinic instructor. You may enroll in only one clinic per term. Please contact the instructor to confirm enrollment.

Number of units requested: \_\_\_\_\_ Semester and year \_\_\_\_\_

Student name: \_\_\_\_\_

Student address \_\_\_\_\_

e-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please state number of units completed by the time you expect to begin externship (40 required): \_\_\_\_\_

Please state current Grade Point Average (2.5 required): \_\_\_\_\_

Please state date of expected graduation: \_\_\_\_\_

List work, school or community experience/skills relevant to the judicial externship placement, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you enrolled in any other clinics or externships at any time during law school? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, for how many units? \_\_\_\_\_

Have you applied for, or been accepted to, a placement for your judicial externship? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have been accepted to a placement, please give the full name of the court, the supervising attorney, the address and the phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the instructor has the discretion to make final selections for each semester's enrollment. I confirm that I will attend the class meetings; see scheduling note for exact dates.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*\*Be sure to check the scheduling note in the course schedule for the seminar meeting dates.**

Please return the completed form to: **Jody Lerner** or **Susanne Aronowitz**  
**Golden Gate University School of Law, 536 Mission Street, San Francisco, CA 94105**  
**Telephone (415) 442-6625; FAX (415) 543-6680**