JUDICIAL EXTERNSHIPS – U.S. COURTS (2 Credits/16 hours per week)
___ U.S. District Court for the Western District of TN (includes Magistrate Judges)
___ U.S. Bankruptcy Court for the Western District of TN (Rising 3L Students Only)
___ U.S. Immigration Court (Rising 3L Students Only)

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 Credits/16 hours per week)
___ Tennessee Supreme Court
___ Tennessee Court of Criminal Appeals (Memphis/Judge McMullen)
___ Tennessee Court of Criminal Appeals (Jackson/Judge Page) (Rising 3L Students Only)
___ Shelby County Circuit Court

SUMMER HONORS PROSECUTION EXTERNSHIP (4 Credits/32 hours per week)
___ Shelby County District Attorney General’s Office* (Rising 3L Students Only)

CRIMINAL JUSTICE EXTERNSHIPS
___ Shelby County Public Defender’s Office (2 Credits/16 hours per week)

MUNICIPAL GOVERNMENT EXTERNSHIPS (2 Credits/16 hours per week)
___ Memphis City Attorney’s Office (Litigation Unit)
___ Memphis City Attorney’s Office (Transactional Unit)
___ Memphis City Attorney’s Office (Anti-Blight Litigation Unit) (Rising 3L Students Only)
___ Memphis Shelby County Airport Authority*

ADMINISTRATIVE AGENCY EXTERNSHIPS
___ Equal Employment Opportunity Commission* (Hearings Unit) (3 Credits/24 hrs) (Rising 3L Students Only)
___ Tennessee Dept. of Environment and Conservation* (Nashville) (3 Credits/24 hrs)

COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 Credits/16 hours per week)
___ Memphis Area Legal Services (MALS)
    ___ Consumer Unit
    ___ Fair Housing Center
    ___ Senior Benefits Unit
    ___ Tax Unit
___ Legal Aid of Arkansas

EDUCATION/IN-HOUSE EXTERNSHIPS
___ University of Memphis Office of University Counsel (2 Credits/16 hours per week))
JUDICIAL EXTERNSHIPS – U.S. COURTS

U.S. District Court for the Western District of Tennessee
U.S. Bankruptcy Court for the Western District of Tennessee (Rising 3L Students Only)

Students are placed as externs in the United States Courts for the Western District of Tennessee. Each student is assigned to the chambers of a U.S. District Court Judge, a U.S. Magistrate Judge, or a U.S. Bankruptcy Court Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with Court staff and observing in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to litigation strategies and advocacy skills, as well as trial court practice and procedure.

Credits Offered: 2 Credits (16 hours per week)

Preferred Course(s) (satisfied by prior or concurrent enrollment):
For Bankruptcy Court Judges –Debtor-Creditor and/or Problems in Bankruptcy

Note: For students interested in the U.S. Bankruptcy Court field placement, Judge Latta convenes (consumer cases) court on Thursday mornings at 9:30 and (business or asset cases) every other Wednesday morning at 10:00. Two of the other U.S. Bankruptcy Court Judges convene court on Tuesday mornings.

Executive Office of Immigration Review/U.S. Immigration Court (Memphis) (Rising 3L Students Only)

The jurisdiction of the United States Immigration Courts includes all matters brought before the Court by the Department of Homeland Security. The immigration judges at the Memphis Immigration Court preside over formal immigration hearings to determine whether aliens are deportable, excludable, inadmissible or removable from the United States. In addition, the judges have jurisdiction to consider applications for various forms of discretionary and mandatory relief, including various waivers, adjustment of status, cancellation of removal, asylum, withholding of removal, and protection under the U.N. Convention Against Torture.

This externship will require a commitment of ten hours per week for the length of the fall semester. Externs will engage in in-depth research and analysis of legal issues, as well as preparation of legal memoranda for the immigration judges. Externs will also have opportunities to draft decisions that will be taken under advisement by the immigration judges and that may later be used as writing samples. Externs can expect to develop research and writing skills as well as an understanding of immigration law and procedure as it relates to removal and deportation issues. In addition, they will be able to observe a variety of matters brought before the Court. Externs will work under the supervision of the Court's Judicial Law Clerk but will have substantial interaction with the Immigration Judges.

Credits Offered: 3 Credits (24 hours per week)

Course Prerequisites/Co-Requisites: Evidence.
**Preferred Course(s) (satisfied by prior or concurrent enrollment):** Prior or concurrent enrollment in Immigration Law

**JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS**

**Tennessee Appellate Courts**

Students are placed as externs in a Tennessee Appellate Court. Each student is assigned to the chambers of a Tennessee Supreme Court Justice, a Tennessee Court of Appeals judge, or a Tennessee Court of Criminal Appeals Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda and judicial opinions. Externs gain broad exposure to various appellate advocacy skills as well as appellate court practice and procedure.

*Credits Offered: 2 Credits (16 hours per week)*

**Summer 2015 Placements:**

Tennessee Supreme Court (Memphis/Justice Kirby)
Tennessee Court of Criminal Appeals (Memphis/Judge McMullen)
Tennessee Court of Criminal Appeals (Jackson/Judge Page) *(Rising 3L Students Only)*

**Tennessee Trial Courts**

Students are placed as externs in a trial-level court in Shelby County. Each student is assigned to the chambers of a Shelby County Circuit Court Judge or a Shelby County Chancery Court Chancellor. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to a various litigation strategies and advocacy skills, as well as trial court practice and procedure.

*Credits Offered: 2 Credits (16 hours per week)*

**IMPORTANT:** Externs must be available on Friday mornings for Circuit Court Motions Dockets.

**HONORS PROSECUTION EXTERNSHIP (Rising 3L Students Only)**

**Shelby County District Attorney General's Office**

In this externship, summer students are placed in the Office of the Shelby County District Attorney General. Externs will also enroll in a once-weekly class seminar designed to focus on the substantive, procedural, and ethical issues arising in the day-to-day practice of a criminal prosecutor. Each extern is assigned to one of the many specialized units of the DA's Office and works under the supervision of a prosecutor within the assigned unit. Responsibilities assigned to externs include such tasks as researching and preparing pre-trial memoranda, responding to criminal defense motions, and contacting victims and witnesses regarding interviews, trial dates and various other matters. Externs also prepare trial exhibits, and
observe felony jury trials. Externs will handle limited court matters (e.g., preliminary hearings) under the supervision of a supervising prosecutor, provided the extern is certified under Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Credits Offered: 4 Credits (32 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Trial Advocacy

Background Check: Students must be able to pass a rigorous background check that will grant them a security clearance to work in this office

Restriction: Externs placed with the Shelby County DA’s Office MAY NOT engage in concurrent employment or volunteer work during the field placements semester.

CRIMINAL JUSTICE EXTERNSHIPS

Shelby County Public Defender’s Office

In this externship, students are placed in the Office of the Shelby County Public Defender. Each extern is assigned to one of the many specialized units of the Public Defender’s Office and works under the supervision of an assistant public defender within the assigned unit. Responsibilities assigned to externs include such tasks as researching and preparing pre-trial memoranda, responding to prosecution motions, and contacting witnesses regarding interviews, trial dates and various other matters. Externs will also observe and participate in court matters under supervision.

Credits Offered: 2 Credits (16 hours per week)

ADMINISTRATIVE AGENCY EXTERNSHIPS

Equal Employment Opportunity Commission (Rising 3L Students Only)

Students in this placement will serve as externs in the Memphis Field Office of the Equal Employment Opportunity Commission (EEOC). Students will be assigned to either the Hearings Unit or the Legal Unit of the EEOC Office. The Hearings Units employs three administrative judges who conduct hearings and render decisions with respect to EEO complaints that are brought by Federal workers. The role of the extern in the Hearings Unit will be similar to that of a judicial law clerk. The extern will conduct legal research on specific topics at the direction of the administrative judge, write decisions in conjunction with the administrative, and prepare for and attend hearings, settlement conferences, and other case-related events. Externs in the Legal Unit will work under the supervision of trial attorneys engaged in litigation against employers for violations of Title VII, the ADEA and the ADA. Externs will perform legal research and writing, assist in interviewing claimants or witnesses, help prepare discovery responses based on those interviews, and help prepare claimants or witnesses for deposition. In addition to the legal assignments, externs will be given the opportunity to observe different aspects of agency functions, including intake interviews, depositions, mediation sessions, administrative hearings, court hearings, and trials.

Credits Offered: 3 Credits (24 hours per week)
Course Prerequisites/Co-Requisites: Evidence.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Fair Employment Practice or Federal Courts.

Preference: Student(s) should have a sincere interest in employment law or litigation.

**Tennessee Department of Environment and Conservation – Office of General Counsel**

TDEC is committed to protecting and improving the quality of Tennessee’s air, land and water. Department programs and initiatives protect human health and the environment and support economic development and quality of life through education, outreach and effective enforcement of state and federal environmental laws. TDEC is also proud to manage the award-winning Tennessee State Parks system — with 56 state parks hosting more than 25 million visits each year.

Located in Nashville, the TDEC Office of General Counsel provides legal support to the entire department – including environmental regulatory staff, parks and conservation staff, and in-house administrative services. Extern assignments will vary based on the needs of the office at the time of the internship. Examples of assignments include drafting memoranda, briefs, and motions for administrative law matters; reviewing and responding to discovery and open records requests; and completing legal research on issues of importance to any TDEC division. In addition to the regular assignments, externs will be encouraged to attend administrative law hearings and regulatory board meetings, complete a field visit with an environmental division inspector, and tour a state park with park staff.

Credits Offered: 3 Credits (24 hours per week)

**Memphis-Shelby County Airport Authority – Office of General Counsel**

This Externship course will offer students the opportunity to earn academic credit for legal work performed under the immediate and ongoing supervision of the General Counsel to the Memphis-Shelby County Airport Authority. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Airport Authority’s General Counsel, examples of which include matters involving business contracting (including contract drafting, negotiation, and interpretation); administrative and regulatory law (e.g., aviation law); risk management (e.g., premises liability issues); labor and employment law (e.g., worker’s compensation issues); formulation and implementation of rules and policies (e.g., adoption of a local preference rule for purchasing); and preventative/prophylactic training, advice, and counseling.

Among other assignments, it is anticipated that the extern will perform legal research; draft, review, and opine on contractual agreements; and draft memoranda, letters, and other documents. Externs will also learn through observation of and participation in day-to-day practice activities, including legal proceedings, negotiations, meetings, trainings, and counseling sessions. When possible, externs will work with client departments and departmental staff to gather information and to gain insight into and understanding of the Airport Authority’s operations and structure.

Credits Offered: 2 Credits (16 hours per week)
MUNICIPAL GOVERNMENT EXTERNSHIPS

Memphis City Attorney’s Office

The Memphis City Attorney’s Office externship course will introduce students to the legal issues facing attorneys who represent the City of Memphis in civil litigation, transactional, and policy-related matters, and the role of lawyers in municipal government generally. It will also expose students to the intricacies of the City Attorney’s role as counselor and advocate for Memphis, its governmental offices, and its employees. Students selected for this placement will be assigned to either the litigation unit or a transaction unit within the City Attorney’s Office.

Depending on the division within the City Attorney's Office to which they are assigned, externs may be asked to prepare internal legal memoranda (for example, analyzing legal issues or policy implications for the City Attorney or client agency officials); draft motion papers; assist with discovery; review proposed rules or legislation; or review drafts of transactional agreements. Externs will also have the opportunity to attend and, as appropriate pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule), conduct meetings with government officials, client or witness interviews, legislative hearings, depositions, court appearances, negotiation sessions, or other events relating to their work under the supervision of a licensed attorney. Among other areas of substantive law, externs may be asked to assist on matters relating to employment discrimination; labor relations; housing; tort actions filed against the city; eminent domain; zoning; city politics; and administrative processes.

Credits Offered: 2 Credits (16 hours per week)

Anticipated Summer 2015 Placements:

General Litigation Unit
Anti-Blight Litigation Unit (Rising 3L Students Only)
Transactional Unit

COMMUNITY LAW OFFICE EXTERNSHIPS

Memphis Area Legal Services

The Memphis Area Legal Services Externship allows students to receive academic credit for one semester of work at Memphis Area Legal Services (MALS), a nonprofit law firm that provides free civil legal assistance to eligible elderly and low-income people in Western Tennessee. MALS helps clients who are faced with legal problems that harm their ability to have such basics as food, shelter, income, medical care, and personal safety. The externship course is available to second- or third-year students. Students work under the close supervision of MALS staff attorneys to perform client interviews, undertake factual and legal research; collect and review records; develop witness testimony and evidence; draft pleadings and other written submissions; and participate in the representation of clients at hearings and other court proceedings.

Credits Offered: 2 Credits (16 hours/week)
Anticipated Summer 2015 Placements:

Consumer Unit  
Fair Housing Center  
Senior Benefits  
Tax Unit

Legal Aid of Arkansas – West Memphis Office

Legal Aid of Arkansas (LAA) is a public interest, not-for-profit law firm dedicated to providing equal access to justice in civil matters for low-income Arkansans through legal representation, advocacy, community partnerships, education, and outreach. Substantive practice areas include consumer law, family law, housing, public benefits, expungement, wills, and other related poverty-law issues.

Student externs placed with Legal Aid of Arkansas’s West Memphis Office will be presented with opportunities to hone legal writing and researching skills and gain first-hand experience with clients in areas such as client intake, investigation, representation, community education, and outreach. Students who have completed their 2L year (60 credits) may be able to gain in-court experience by obtaining a limited practice license under Arkansas Rule Governing Bar Admission 15 (Student Practice).

Credits Offered: 2 Credits (16 hours/week)

EDUCATION LAW/IN-HOUSE EXTERNSHIPS

University of Memphis – Office of University Counsel

The University Counsel Externship course will offer students interested in higher education law and in-house legal practice the opportunity to earn academic credit for work performed under the immediate and ongoing supervision of attorneys in The University of Memphis Office of Legal Counsel. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Office of Legal Counsel on behalf of its University client, examples of which include matters involving labor and employment disputes; academic and student issues; athletic and research compliance; business and real estate transactions; contract drafting and review; formulation and implementation of University policies; and intellectual property. Externs will actively engage in legal research and writing while learning through observation of and participation in hearings, negotiations, client meetings, and other practice events.

Credits Offered: 2 Credits (16 hours per week)