CRIMINAL JUSTICE CLINIC EXPERIENCE CHECK LIST
PRACTICE REQUIREMENTS

Name of Student _________________________  Supervising Attorney(s) ___________________________

Faculty Supervisor:       Professor Peter Joy or Professor Emily Hughes   _____________________________

During the semester, you must make a good faith effort to complete as many of the requirements listed on the next few pages as possible. You should ask your lead supervising attorney and the other attorneys in the office to help you fulfill these requirements -- but do not rely on them to look after you. It is your responsibility to find work that will fulfill as many of these requirements as you can; you must aggressively seek out ways to do the things listed on this form. If you have difficulty by the fourth week of the semester, please see your faculty supervisor, Peter Joy or Emily Hughes, or the intern coordinator at the Public Defender, Pat Brayer.

Fill out this form as you go through the semester. Review the form with your lead supervising attorney and get him/her to sign the form, by the end of the sixth week and the thirteenth week of the semester. That will ensure that he/she knows which requirements you still need to complete. Review this form with your faculty supervisor at the end of the fourth, eighth, and thirteenth weeks of the semester. This is your responsibility, and you must take the initiative on this. When you complete a writing assignment, please give a copy of it to your faculty supervisor. Please review the entire form during the first week of classes because some of the requirements are not listed in chronological order.

All of your work in the clinic will involve sensitive confidential material. Treat this form as confidential client information, and do not let others outside of the clinic have access to this form or any of your work in the clinic. This includes your family members, roommates, and other students not in the clinic. Remember, everything that is client related is confidential information, and you have an ethical duty to protect your clients’ confidentiality.

You will do many of these requirements more than once. Given the cases you will handle, you may not be able to meet all of the listed experiences. However, you must discuss your progress with your faculty supervisor if you are having difficulty completing any of the requirements.

Overview of the Process Requirement

By the end of the fourth week of classes, you should identify at least two cases to follow during the semester. Select the cases based upon intake interviews that you conduct that have return to court dates that fall on your docket day. At least one of the cases selected should be a case in which the recommendation from the prosecutor is one that the client wants to take, and one that the associate docket attorney working with you thinks can be expedited. The other case may be one that has been transferred to the circuit level and assigned to an attorney with whom you have established that you will work. If you need assistance in doing this, please see your faculty supervisor. Please write the names of those cases on this form in the following space, and then enter information throughout the semester concerning your work on the cases on separate sheets you will attach to this form. In some instances, very little may take place on the case. In other instances, it is possible that the case may be resolved during the semester. For example, if it is a case where your client wants to take the recommendation, that case may be expedited so that you can enter the plea with your client.

Case #1: __________________________________ Date Adopted: _________________________

Case #2: __________________________________ Date Adopted: _________________________
Please remember to enter information concerning your work on these cases on separate sheets you will attach to this form.

**General Observations and Experience Objectives**

**A. Pretrial Stage (between arrest and trial)**

These will be completed by the **second week** of the semester.

1. Observe income eligibility interview of at least one client, before you begin interviewing clients. __________ Date

2. Next, you will conduct one or more income eligibility interviews while being observed. __________ Date

3. Conduct your first income eligibility interviews on your own. __________ Date

You will then conduct income eligibility interviews on your own one day a week, and may be asked to help other interns on busy days, just as they will help you when you are extremely busy.

4. Observe an Associate Docket and assist the Docket Attorney. __________ Date

By the third week of the semester, you will be assisting with an Associate Docket one day a week.

By the end of the **third week** of the semester:

4. Meet with at least one client in jail. __________ Date

5. Observe at least one bond negotiation or hearing. __________ Date

6. Observe a recommendation being conveyed to a client. __________ Date

By the fourth week of the semester, you will be meeting with clients in jail on a weekly basis. You will also observe and participate in bond negotiations or bond hearings, and you will observe and participate in recommendations being conveyed on a weekly basis.

By the end of the **fourth week** of the semester:

7. Conduct at least one bond negotiation. __________ Date

8. Convey at least one recommendation to a client. __________ Date

If you are not Rule 13, you will participate as much as possible until your Rule 13 is obtained.
By the end of the **seventh week** of the semester:

9. Observe at least one witness interview. ________
   Date

10. Conduct at least two witness interviews. ________
    Date

11. Prepare for at least two preliminary hearings. ____________________
    Client’s Name ____________________ Date

Sometime between the third and tenth week of the semester, everyone should have done at least one preliminary hearing. You will likely prepare for many more, because the prosecutor may send some cases to the grand jury, a prosecution witness may not appear, or a client may take a recommendation and waive his or her preliminary hearing. Please list for each preliminary hearing that you actually do, or those that are dismissed because of lack of prosecution:

Client’s Name Date Outcome

By the end of the **tenth week**:

List at five different pretrial activities you have done. These may activities such as working on pretrial motions, researching legal issues, assisting in crime scene investigation, participating in a deposition, or any other pretrial activity not enumerated in the above checklist. State the client’s name and what you did.

1. 

2. 

3. 

4.
B. Circuit Level and/or Trial Stage

By the end of the sixth week of the semester:

List at least two circuit level activities, such as assisting with probation revocation hearings, assisting with research on legal issues or motions for cases scheduled for trial, or any other circuit level or trial work. This will require some students to ask their circuit attorneys for work. If you have not completed this by the end of the fifth week of the semester, please see your faculty supervisor for assistance.

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<th>Client’s name</th>
<th>Activity</th>
<th>Date</th>
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By the end of the twelfth week:

1. Prepared to sit second chair on a case going to trial.  ______________________  __________
   Client’s Name  Date

State the outcome of the case or what occurred if the case did not go to trial.

2. Observe at one guilty or Alford plea.  ______________________  __________
   Client’s Name  Date

3. Represent a client in entering a guilty or Alford plea.  ______________________  __________
   Client’s Name  Date

By end of the thirteenth week:

List at least three other activities not listed previously on this sheet. These may include activities such as participating in a misdemeanor trial, consulting with an expert witness, observing and participating in a plea
bargain, arguing a pre-trial motion, participating in a theory or strategy session, drafting jury instructions, preparing exhibits for trial, or any other activity not listed above by you.

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<th>Client’s Name</th>
<th>Activity</th>
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Also, if you were not able to participate in a misdemeanor trial or sit second chair on a case at the Circuit Level, you have to complete the following observations.

1. Observe at least one hour of jury selection in at least one case.  
   Case Name          Date
   State at least one thing you learned from this observation:

2. Observe opening statement by state.  
   Case Name          Date
   State the prosecutor’s name and one thing you thought effective, and one thing you thought could be improved:

3. Observe opening statement by defense.  
   Case Name          Date
   State the defense lawyer’s name and one thing you thought effective, and one thing you thought could be improved:

4. Observe direct and cross examination of at least one witness.  
   Case Name          Date
   State at least one thing you learned from this observation.
5. Observe closing argument by state.

   Case Name        Date

6. Observe closing argument by defense.

   Case Name        Date

You will review this with your faculty supervisor four times over the course of the semester and two times with the associate docket attorney with you work the most.

(NO LATER THAN THE END OF WEEK FOUR)

STUDENT        DATE        FACULTY

(NO LATER THAN THE END OF WEEK SIX)

STUDENT        SUPERVISING ATTORNEY        DATE        FACULTY

(NO LATER THAN THE END OF WEEK EIGHT)

STUDENT        DATE        FACULTY

(NO LATER THAN THE END OF WEEK THIRTEEN)

STUDENT        SUPERVISING ATTORNEY        DATE        FACULTY