SUMMER LAWYERING PRACTICE EXTERNSHIP PRE-REGISTRATION FORM (2016)
Return this form and a copy of your résumé and unofficial transcript to Katie Herr, Clinic Operations Manager (Rm 107, Phone: 314-935-5942, kmherr@wustl.edu)

(NOTE: Completing this form does not guarantee placement; placement is at the discretion of the instructor.)

Name: ___________________________ ID#: ___________________ Graduation: _______ (Month/Year)

Phone: ___________________________

For how many credits are you registering? _______ (3-6 credits)

Have you already obtained a placement? _______

If yes, please specify placement and city: _____________________________

If not, please rank your preferences below, ‘1’ being your first choice.

_______Federal Public Defender, Eastern District of Missouri (St. Louis)

_______Federal Public Defender, Southern District of IL (E St. Louis)

_______Legal Services of Eastern Missouri: Community & Economic Development Program (St. Louis)

_______Missouri Attorney General’s Office (St. Louis)

*Please note: The placements above are illustrative and not guaranteed.

Please describe below your summer interests and career goals:

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Please attach a copy of your résumé and unofficial transcript to this form.
Lawyering Practice Externship
Placement Descriptions
Summer 2016

Federal Public Defender, Eastern District of Missouri (St. Louis)

The Federal Public Defender’s Office for the Eastern District of Missouri, located downtown on Market Street, is a great place to learn from the most experienced and brightest criminal defense attorneys in St. Louis. A good opportunity for those interested in criminal law and those who are simply interested in client interaction, externs regularly attend court to observe attorneys representing indigent clients. Externs also spend a significant amount of time meeting with clients at the courthouse and researching various legal issues and drafting memoranda regarding specific client issues and motions. To prepare, students may want to read the Federal Sentencing Guidelines and understand the Guidelines’ interaction with and use in federal court. Students can expect about a half hour to an hour commute from school on the Metrolink.

Federal Public Defender, Southern District of Illinois (East St. Louis)

As an intern for the Federal Public Defender, Southern District of Illinois, externs work under direct attorney supervision. Externs perform research and writing, analyze discovery, attend court proceedings, and attend meetings with clients, witnesses, and experts. Externs may also accompany investigators and assist with an investigation. Externs are subject to fingerprinting and criminal records check. On-site parking is subject to availability, but the office is located one block south of the Metrolink station, at the 5th and Missouri stop.

Legal Services of Eastern Missouri (St. Louis)

The Community and Economic Development Program (CED Program), a program of Legal Services of Eastern Missouri (LSEM)*, provides business legal assistance and education to entrepreneurs who are low-income and who are starting or expanding small businesses in the greater St. Louis area. The CED Program also provides similar business legal services to nonprofit entities that support entrepreneurship and/or engage in affordable housing and other community development initiatives in low-income areas. The CED Program’s services include one-on-one legal representation, community legal seminars, business legal clinics, and legal trainings for staff at collaborating organizations. Examples of legal matters the CED Program addresses include entity formation, employment, intellectual property, corporate governance, real estate, zoning compliance, contracts, tax matters, franchising and mergers.

* Legal Services of Eastern Missouri (LSEM), established in 1956, provides civil legal services in the areas of family, housing, consumer, education, immigration, public benefits, access to healthcare and other problems specific to the elderly.
This externship position will involve extensive client interaction, document drafting, legal research, community outreach and community teaching. Law students will handle initial phone screenings with prospective clients as well as more comprehensive face-to-face intake interviews. Under the supervision of the CED Program's director, students will be given a case load for which they will have primary responsibility managing the client relationship and drafting all relevant legal agreements. Students also will have short and longer term client-related legal research projects. There will be ample opportunities to attend community meetings and students will be encouraged to pursue community outreach in an area/s of particular interest to them. Students also will have a chance to help prepare and possibly help teach a community legal seminar.

NOTE: The placement requires that students take the externship for at least 20 hours per week for 10 weeks.

**Missouri Attorney General's Office** (St. Louis)

The Missouri Attorney General is divided into the following divisions: Agriculture & Environment; Civil, Disability, & Workers’ Rights; Consumer Protection; Criminal Appeals; Financial Services; Governmental Affairs; Information Services; Labor; Litigation; and Public Safety. Past externs from the Legal Practice Externship course have worked in the office’s Civil Rights Division. Externs' responsibilities in the Civil Rights Division centered primarily on drafting memos to the Missouri Commission on Human Rights. Based on these memos, the Commission determined whether the Attorney General should proceed with lawsuits against discriminating parties. Externs also drafted motions, drafted opinion letters on whether employers’ proposed hiring plans would violate antidiscrimination laws, and contacted witnesses.

NOTE: This placement conducts a background check of all externs. Non-U.S. citizens are not eligible for this externship. This externship has moved up its decision date. This this placement has an earlier application cycle than in previous years. If you are interested in this placement, you should apply to LPE immediately.
SUMMER 2016

LAWYERING PRACTICE EXTERNSHIP

FREQUENTLY ASKED QUESTIONS

Q. What is the Laywering Practice Externship (LPE)?

A. LPE is a course that allows students to earn academic credit through their work at government agencies, not-for-profit organizations, or in-house corporate law offices.

Q. How can I earn credit in the summer LPE course?

A. There are three ways to earn credit in LPE:
   1. Be placed by Prof. Perry in a government, not-for-profit organization, or in-house placement in St. Louis;
   2. Secure your own placement either in St. Louis or outside the area; or
   3. Secure a placement with a judge outside of St. Louis.

Q. I have already secured an unpaid internship this summer in St. Louis. Can I earn credit for this placement?

A. Yes, possibly. The placement must be with a government, not-for-profit organization, or in-house corporate position; you cannot receive compensation; and you must be supervised by an attorney. Professor Perry must approve all placements.

Q. I have secured an out-of-town placement. Can I earn credit for this placement?

A. Yes, possibly. The placement must be with a government, not-for-profit organization, or in-house corporate position; you cannot receive compensation; and you must be supervised by an attorney. Professor Perry must approve all placements.
Q. How many credits can I earn this summer?

A. 3 – 6 credits, depending on the number of hours you work at your placement. To earn 3 credits, you must work at least 156 hours; to earn 4 credits you must work at least 208 hours. (Add 52 hours for each additional credit.)

Q. How much is tuition for the summer course?

A. The cost is $2209 per credit hour.

Q. What are the requirements of the course besides working at the placement?

A. There are four other requirements: 
1. An orientation;
2. Periodic individual meetings or phone conversations with Professor Perry;
3. Reflective journaling; and
4. Time recording.

Q. How is the course graded?

A. Straight pass/fail (i.e., credit/no credit)

Q. Will participating in the summer LPE clinic affect my chances of being placed in a clinic during the academic year?

A. No.

Q. Can I register for LPE now, and then drop the course if I end up deciding to do something different this summer?

A. No. After submitting your registration form, Professor Perry will offer you a placement and ask you to give a firm commitment to taking the placement. You may not drop the course after this commitment is given.
Q. Which students get priority for placements?

A. Unlike the regular academic year, there is no priority given for the summer LPE course. First come, first served.

Q. Can I get paid or receive the law school’s summer stipend and take LPE?

A. Please contact Professor Perry to discuss this issue.

Q. How do I register for the summer LPE course?

A. Fill out the attached registration form and submit it to Katie Herr (Room 107).