Lawyering Practice Externship
Placement Sites

Overview

Students may extern in any nonprofit legal organization, governmental agency, or judicial chambers where they will be engaged in substantive legal work under the direct supervisor of an attorney or judge.

The organizations listed below have previously hosted NDLS externs. Students are free to be proactive and identify other entities. All placements must be approved by the instructor and must be finalized before a student may enroll in the course.

The Application Process is posted on the Lawyering Practice Externship web page. Note that some sites have application deadlines that are earlier or later than the NDLS externship program; see write-ups for details.

Questions: Externship Coordinator Cathy Kustner, ckustner@nd.edu, 574-631-9301

SOUTH BEND AND VICINITY

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City of South Bend Legal Department  
Web Site:  www.southbendin.gov/government/department/legal

Description  
Law and public policy intersect in the City of South Bend’s Department of Law. This placement also helps build skills used in a traditional civil practice law firm. Students work with Corporation Counsel, the City Attorney and other attorneys on a wide range of litigation and transaction matters. These include human rights, contracts, economic development, labor and employment, constitutional law, tort claims, land use and much more.

    The City of South Bend Law Department routinely accepts multiple externs during the same semester, and they are also open to accepting first-semester 2L's. 
Materials Requested:  Cover Letter, Resume, Unofficial transcript

Elkhart County Prosecuting Attorney's Office  
Web Site:  www.elkhartcountyprosecutor.com

Description  
The Elkhart County Prosecuting Attorney's Office is responsible for all criminal prosecutions in Indiana's sixth-largest county. They seek legal interns/externs with a demonstrated interest in criminal law and trial advocacy. Interns/externs will be expected to assist with legal research, case-review, and trial preparation. Interns/Externs will receive training on federal and state criminal law, evidence, and trial advocacy. 

    Students who are eligible as certified legal interns/externs under Indiana Rule for Admission 2.1 (http://www.in.gov/judiciary/rules/ad_dis/index.html#_Toc407091329) will be given the opportunity to participate in court proceedings, including bench and jury trials, under the direct supervision of their attorneys. 
Materials Requested:  Cover letter, Resume

Indiana Legal Services  
Web Site:  www.indianalegalservices.org

Indiana Legal Services (ILS) is a nonprofit law firm that provides free civil legal assistance to eligible low-income people throughout the state of Indiana. ILS clients include those who are faced with legal problems that harm their ability to have such basics as food, shelter, income, medical care or safety. 

    Externs may work on a variety of legal issues. This externship allows direct contact with clients and, if feasible, court appearances pursuant to a student practice certification. 
Materials Requested:  Cover letter, Resume, Unofficial transcript
Juvenile Justice Center / St. Joseph Probate Court
Web Site: www.jjconline.org

Description
The Juvenile Justice Center is a multi-faceted facility which houses a variety of agencies that interact with the St. Joseph Probate Court, Probate Clerk, Juvenile Probation, Juvenile Detention, Court Appointed Special Advocates, Prosecutors Office, Public Defender's Office, Juvenile Justice Residential Program, Day Reporting, Electronic Monitoring Program, Community Transition Program "Rebuilding the Walls", and Central Academy.

Materials Requested: Cover Letter, Resume, Unofficial Transcript

-------------------------------------------------------------

St. Joseph Circuit Court – Judge John E. Broden
Web Site: www.stjosephcountyindiana.com

Externs get strong clerking experience and an opportunity to gain research and writing experience on real cases, with real people and in real situations. Externs can observe court, learn to identify issues, see effective (and ineffective) attorney presentations. In some cases (such as SJ motions), the judge will ask the extern to read the briefs in advance and then write up an analysis of the case to discuss with the judge. The analysis is usually in memo form, not a draft order. As to the hours of work, externs should consider doing at least one morning, and two mornings would produce more action and more to see than one full day.

Materials Requested: Cover letter, Resume

-------------------------------------------------------------

St. Joseph County Prosecutor’s Office
Web Site: www.stjoepros.org

Description
Externs may obtain student practice certifications and work in different divisions of the St. Joseph County Prosecutor's Office, including the Juvenile Justice Center, Special Victims Unit and Traffic & Misdemeanor Unit. Externs should have completed at least one semester of their 2L year to be eligible to apply for certification from the state supreme court. Students in the past have made court appearances working under the close supervision of assistant prosecutors.

Materials Requested: Cover letter, Resume

-------------------------------------------------------------
St. Joseph Superior Court  
www.stjosephcountyindiana.com/departments/courts/judgemagistrateessuperior

Description
Students have externed for judges of the Superior Court with a civil docket or a criminal docket. Judicial externs conduct legal research, observe hearings, and discuss case dispositions with the judges.

Materials Requested:  Cover letter, Resume

U.S. Attorney's Office, Northern District of Indiana  
Web Site:  www.justice.gov/usao-ndin

Description
The U.S. Attorney's Office, Northern District of Indiana REQUIRES that students do a summer externship BEFORE they do an externship for credit during one semester of the academic year.

Externs are involved in research, writing, court appearances, meetings with attorneys and agents, and observing court proceedings. Externs usually interact with attorneys on a daily basis, and receive feedback from any attorney for whom they work.

Materials Requested:  Cover letter, Resume

U.S. District Court for the Northern District of Indiana  
Web Site:  www.innd.uscourts.gov

Judge Jonathan E. DeGuilio - Description
JUDGE DEGUILIO REQUIRES THAT STUDENTS DO AN EXTERNSHIP FOR BOTH SEMESTERS DURING THE ACADEMIC YEAR, FALL AND SPRING. Applications are accepted during the spring semester for the following school year. Excellent opportunity for research and legal writing. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of the Judge. Externs receive cases, read through briefings, memos and the case docket, conduct legal research. This opportunity is very "hands-on" in that externs research an entire legal issue, draft a judicial opinion on it, hand it back to the law clerks for review, and after editing, ultimately, to the judge. Externs have the opportunity to go to court and watch attorneys present motions before the judge.

Judge DeGuilio requires that they work for one full day (8 hours) per week for the entire academic year, not partial days. Students may only receive credit for a single semester through Lawyering Practice Externship. Students can earn a total of 4 credits for this externship; 3 credits in the Fall and 1 in the Spring.

Materials Requested:  Cover letter, Resume, Unofficial Transcript, Writing Sample
Magistrate Judge Michael G. Gotsch, Sr. - Description
Excellent opportunity for research and legal writing. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of the Judge. Externs receive cases, read through briefings, memos and the case docket, conduct legal research. This opportunity is very "hands-on" in that externs research an entire legal issue, draft a judicial opinion on it, hand it back to the law clerks for review, and after editing, ultimately, to the judge. Externs have the opportunity to go to court and watch attorneys present motions before the judge. Externs may also be provided with the opportunity to observe a trial in federal or state court.

For academic year externships, Judge Gotsch prefers that students do an externship for both semesters, fall and spring. He also prefers that externs work for one full day (8 hours) per week for the entire academic year but can accommodate externs whose schedules only allow them to work in four-hour time blocks. Students can earn a total of 4 credits for this externship; 3 credits in the Fall and 1 in the Spring.

Materials Requested: Cover letter, Resume, Unofficial Transcript, Writing Sample

Judge Robert L. Miller, Jr. - Description
Judge Miller prefers 3L’s but would consider a second-semester 2L. He prefers one-semester externships over a full-year externship. As for scheduling, he prefers that students work a full day rather than splitting their time between two days. Best days to work on Tuesdays and Wednesdays, as all his trials start on Tuesdays. Mondays are “okay” to work; but avoid Thursdays and Fridays, which are very slow.

Materials Requested: Cover letter, Resume, Unofficial Transcript, Writing Sample

Staff Attorney Office - Description
The Staff Attorney Office in the Northern District of Indiana assists the court’s eight Article III Judges and five Magistrate Judges with prisoner litigation. This office is seeking one extern to assist with prisoner civil rights claims brought pursuant to 28 U.S.C. § 1983 and/or habeas corpus challenges to State court convictions brought pursuant to 28 U.S.C. § 2254. The extern will work with a staff attorney in the South Bend Courthouse 8 hours per week doing legal research and writing.

Hours and work assignments will be tailored to the schedule, skills, and interests of the selected extern when possible. This externship will seek to maximize skills that are applicable to a wide range of legal work and provide the opportunity to learn how courts analyze and manage lawsuits.

Materials Requested: To apply, submit: (1) a cover letter describing your interest in the position and what you hope to experience and learn; (2) a resume including your prior education and work experience; and (3) a law school transcript listing classes and grades (certified transcript not required).
Please email these documents in PDF or Microsoft Word format to the NDLS Externship Coordinator by the priority application deadline. Applications received after the priority deadline will be considered until the position has been filled.

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Description
The Office of Institutional Equity (OIE) is committed to promoting an equitable educational and work environment that is free from discrimination, harassment, and retaliation in accordance with Title VII of The Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act, other applicable federal and state laws, and University policy. This externship will allow students to sharpen their legal writing and analysis skills while also working with our staff to enhance Notre Dame’s workplace culture.

Major Accomplishments of the OIE since 2014:
- Increased collaboration with General Counsel, improving the Title IX process for student and staff Title IX cases
- Increased involvement from the Title IX Coordinator with the student process
- Streamlined staff Title IX process which now involves all key players (e.g., General Counsel, the OIE, and Human Resources)
- Strengthened collaborations with the Office of the Provost for the Faculty Affirmative Action Program process
- Launched a new OIE website
- Created the Title IX Key Stakeholder Committee with members from the Office of the Provost, Student Affairs, General Counsel, Human Resources, the OIE, Athletics, and Notre Dame Security Police

Externship Projects/Assignments:
- Conduct in-take meetings for new complaints
- Learn how to conduct workplace investigations (Title IX, Title VII, ADA, etc.)
- Create and conduct compliance training for Faculty and Staff (explaining key legal concepts in layman’s terms)
- Learn about and contribute to projects related to the University’s ADA campus disability compliance program and EEO/AAP compliance reports (affirmative action plans, veterans reports)
- Sit in on and contribute to key meetings with campus leadership (i.e. VP of Student Affairs, General Counsel, VP of Human Resources)
- Conduct benchmarking reports (i.e. benchmark peer institutions policy’s on or processes for Title IX, Title VII and workplace culture enhancement)
- Consistent meetings with Director of OIE who will provide feedback and guidance on projects

Materials Requested: Cover letter, Resume, Unofficial Transcript
GREATER INDIANA AND MICHIGAN

Cass County Prosecutor’s Office, Cassopolis MI
Web Site:  www.casscoprosecutor.com/Prosecutor

Description
Note: FULL-YEAR EXTERNS ONLY. Cassopolis is located 25 miles from South Bend.

The Cass County Prosecutor prefers that students do a summer internship before engaging in a school year externship. Students typically work a full year in the office, including a summer internship and two semesters of volunteer work. Students who do so may enroll in the Lawyering Practice Externship for either the fall or spring semester, but not both. Externs gain wide variety of experience including: conducting district court arraignments, pretrial conferences with defense attorneys, and preliminary examinations of witnesses; arguing at formal hearings; writing appellate briefs, motions, responses, and letters; and meeting with legislative committees in the state capitol (Lansing).

Materials Requested: Cover letter, Resume

U.S. District Court, Northern District of Indiana (Hammond)
Web Site:  www.innd.uscourts.gov/content/hammond

Description
An externship with Judge Simon is an excellent opportunity for research and legal writing experience. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of Judge Simon. Externs receive cases and are asked to read through all relevant briefs, the case docket, and conduct all necessary legal research. This opportunity is very "hands-on" in that the externs are responsible for researching and drafting entire judicial opinions to be reviewed by the law clerks and, ultimately, the judge. Externs also have the opportunity to go to court and watch attorneys present motions before the judge. Externs are required to be present in Chambers in Hammond, Indiana for one full day (8 hours) per week and may do any additional required work from home.

Materials Requested: Applicants must be in excellent academic standing and are required to submit a cover letter, resume, and law school transcript to simon_chambers@innd.uscourts.gov.
Indiana Supreme Court, Indianapolis, IN
Web Site: www.in.gov/judiciary/supreme

Description
The Supreme Court of Indiana has opportunities for externs to work directly with four of the five Justices of the Court. Each extern will perform a variety of tasks. Externship positions are available to students who have completed the first year of law school.

Each Justice of the Supreme Court makes his or her own decisions on selecting externs according to each Justice's own policies and procedures. Some Justices have specific application requirements, so please review the information on the website for each Justice.

Applications for the Fall Semester must be submitted no later than June 1st of the prior summer.
Applications for the Spring Semester must be submitted no later than October 15th of the prior fall.
Materials Requested: Cover letter, Resume, College transcript and law school transcript, Writing sample.

LaPorte Superior Court (located in Michigan City, Indiana)
Web Site: www.laportecounty.org/JudiciaryLaw/Courts/Superior2

Description
Students have externed for judges of the Superior Court with a civil docket or a criminal docket. Judicial externs conduct legal research, observe hearings, and discuss case dispositions with the judges.

Materials Requested: Cover Letter, Resume, Unofficial Transcript
CHICAGO AND VICINITY

Chicago Board of Education
Web Site: http://cps.edu/

Description
The Board of Education of the City of Chicago has extern opportunities in its Law Department’s Labor Relations Unit. The Unit is located at 1 North Dearborn Street, 9th Floor, Chicago, Illinois 60602.

The Labor Relations Unit is responsible for handling traditional labor law cases and employee discipline matters.

Externs would concentrate their work in prosecuting employee dismissal cases. With the oversight of attorneys, externs would be responsible for:
(1) gathering background information;
(2) contacting the client and witnesses to prepare them for their testimony; and
(3) presenting opening and closing statements, direct and cross-examination of witnesses, and arguing orally before an administrative hearing officer.

Many law students have found this direct hands-on experience challenging and rewarding. Additionally, if desired, externs will have the opportunity to handle traditional labor law matters as well. The site prefers that externs be either 2L or 3L students.

Materials Requested: Cover letter, Resume.

City of Chicago, Department of Law
Web site: www.cityofchicago.org/dol

The Law Department serves the Mayor, the City Departments, Boards and Commissioners and the City Council as they establish and administer policies and programs to benefit the Chicago residents. The Law Department’s clients are the City’s more than 40 Departments, as well as its agencies and officials. The Department employs approximately 270 lawyers that handle litigation, transactional, and legislative projects, and enforce the Municipal Code. Few law offices can match the breadth of practice in the City of Chicago Law Department. They litigate cases in every federal, state, and administrative courtroom in the City. Their transactional lawyers routinely work in conjunction with colleagues in the Department’s legislative section on complex deals involving large-scale public projects. Their service takes many forms, from helping communities through effective ordinance preparation and enforcement, to providing City departments with legal advice. The Law Department is committed to the goals of the City, and its programs and services through work involving communities, the environment and economic development. Law
Department attorneys have unparalleled opportunities to take responsibility for important cases, to learn a variety of legal areas, and to play a role in visible issues that have an impact on public policy.

There are 14 practice divisions offering both transactional and litigation opportunities. A number of divisions allow students to practice with a 711 license. The divisions include:
- Appeals;
- Aviation, Environmental, Regulatory & Contracts;
- Building and License Enforcement;
- Collections, Ownership and Administrative Litigation;
- Constitutional & Commercial Litigation;
- Employment Litigation;
- Federal Civil Rights Litigation;
- Finance & Economic Development;
- Labor;
- Legal Counsel;
- Legal Information Investigations and Prosecutions;
- Real Estate;
- Revenue Litigation;
- Torts

Application Procedure
Students apply directly to the City of Chicago Department of Law and should inform Cathy Kustner, NDLS Externship Coordinator, that they have applied for this position, ckustner@nd.edu. The City of Chicago Department of Law web site is at:

Materials Requested
Cover letter, indicating that your application is for the Externship Program, and stating your division preference; Resume; Law School Transcript; One writing sample (see Writing Sample Policy posted on Web Site at http://www.cityofchicago.org/content/dam/city/depts/dol/Forms/WritingSamplePolicy.pdf).

Application Timing There are no formal application deadlines for school year externs. The City of Chicago Department of Law can accommodate a large number of externs. Some smaller divisions fill up more quickly than others. Even though there is no formal application deadline, students are encouraged to apply early in order to maximize the chance of obtaining a position in the student’s first choice of divisions. It is advisable to apply by October 1st for spring semester externships and by mid-March for fall semester externships.

The City typically makes decisions close to the beginning of the semester in which the student wishes to participate. Students should be aware that while NDLS students have often been placed with the City, they are likely to receive notice fairly late in the NDLS process.
Cook County Public Defender's Office
Web Site: www.cookcountyil.gov/agency/public-defender-1

The mission of the Law Office of the Cook County Public Defender ("the Office") is to protect the rights, liberties and dignity of each person whose case has been entrusted to it by providing the finest legal representation.

The Office was established in 1930 and defends poor people in the largest unified court system in the world. Its clients are accused of offenses ranging from traffic and misdemeanor charges to murder.

The Office is currently organized into several divisions: Juvenile Justice, Legal Resources (Appeals and Post-Conviction petitions), Felony Trial, Multiple Defendants, First Municipal (Misdemeanor, Traffic, Domestic Violence), Civil (Child Protection, Paternity, Mental Health), Homicide Task Force, and Professional Development, and five suburban divisions: Skokie, Rolling Meadows, Maywood, Bridgeview and Markham. Additionally there are several specialized units, including Sentencing Advocacy, Forensic Science, and Investigations. These divisions and the work they do are explained in more detail on the attached page entitled “Divisions of the Law Office of the Cook County Public Defender.”

Application Process
The Public Defender's Office posts application information online at:
www.cookcountyil.gov/service/volunteer-opportunities

Students should apply directly to the Public Defender's Office and should inform Cathy Kustner, NDLS Externship Coordinator, that they have applied for this position, ckustner@nd.edu.

Materials Requested: Cover Letter, Resume, Unofficial transcript

Equip for Equality, Inc.
Web Site: http://www.equipforequality.org

Equip for Equality, Inc. is a private nonprofit, statewide organization whose mission is to advance the human and civil rights of people with disabilities by promoting the principles of equality, self-determination, and dignity. The five substantive priority areas of Equip for Equality are discrimination, community integration, safety from abuse and neglect, special education and self-determination.

Equip for Equality has a Legal Department that engages in a wide range of services for people with disabilities including information and referral, self-advocacy assistance, legal advice, negotiation, and direct representation. The direct representation includes representation in administrative, state and federal forums. The Legal Department balances the requests for direct legal services with pro-active, impact litigation seeking systemic change.
Equip for Equality also has a Public Policy Department that works to achieve changes in state legislation, public policies, and programs to safeguard individual rights. Program personnel draft and secure passage of state legislation and participate in state regulatory and policy-making processes.

Equip for Equality provides students with a comprehensive legal experience in traditional legal research and writing, as well as significant opportunities in the practical aspects of disability legal and public policy work.

**Equip for Equality's Legal Teams include:**

**Abuse Investigation Unit**
The Abuse Investigation Unit (AIU) addresses systemic issues of abuse, neglect and rights violations, including death investigations. The bulk of AIU’s work is done through systemic investigative activity, which includes: conducting unannounced site visits to public and private facilities to uncover dangerous conditions and practices through observation, interviews and record reviews and to develop recommendations to address the identified problems. Systemic advocacy is provided in response to a variety of problems to ensure that people with disabilities are safe, receiving quality services and that their rights are protected. This advocacy is provided during client interviews and on site in facilities, through informal negotiations and in treatment meetings.

**Civil Rights Team**
The Civil Rights Team (CRT) focuses on four major legal areas for people with disabilities: anti-discrimination, community integration, self-determination and abuse/neglect. Under anti-discrimination, CRT handles cases in which people with disabilities have been treated differently because of their disabilities in such areas as employment, transportation, voting, state and local government programs, access to private businesses and housing. In community integration, CRT works with people with disabilities seeking to live in more integrated settings with the supports they need to be successful. In self-determination, EFE represents people with disabilities to help them achieve their goals and limit any unnecessary restrictions to make choices, particularly within the context of adult guardianship. To complement the Abuse Investigation Unit’s systemic work, CRT handles individual cases of abuse, neglect and financial exploitation, including by securing orders of protection.

**Special Education Clinic**
Students continue to face barriers to receiving a free and appropriate public education in the least restrictive environment as mandated by federal law. These barriers are especially acute because of limited resources for people with disabilities to secure legal representation. Components of the Special Education Clinic include: 1) A telephone Helpline to provide advice, self-advocacy assistance, information and referrals; 2) An accessible Web Site with special education resources; 3) Special education training seminars for parents and students; 4) Written materials with legal rights information; and 5) Legal representation in selected individual cases through EFE staff and a pro bono network.

**Materials Requested:** Cover letter, Resume

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Financial Industry Regulatory Authority  
Web site: http://www.FINRA.org

Description
FINRA is the Financial Industry Regulatory Authority. FINRA’s mission is to safeguard the investing public against fraud and bad practices. They write and enforce rules and regulations for every brokerage firm and broker in the U.S., and examine broker-dealers for compliance with FINRA rules, federal securities laws and rules of the Municipal Securities Rule-making Board. FINRA also educates and informs investors, and resolves security disputes.

While a law degree is not required for the job responsibilities, most of the employees in the department both have a law degree, and are licensed attorneys. This position will be more appealing to those applicants who desire to work in the securities industry, but those interested in the strict practice of law will find the externship very beneficial.

Job Summary
The Externship Program for the Department of Enforcement is designed for students who have an interest in securities law and regulation. The Extern will assist attorneys and investigative staff to investigate and initiate enforcement actions against FINRA regulated firms and associated individuals (typically, stockbrokers). The Extern, while working under the supervision of an Enforcement attorney, will be given an opportunity to perform all of the tasks undertaken by Enforcement attorneys, including being assigned his or her own cases to resolve.

Externs perform a variety of tasks including legal research and writing and document review, as well as assisting staff to prepare for investigative testimony and hearings. Externs will analyze whether a disciplinary action should be brought against a firm and/or broker, and draft the settlement agreement or Complaint. Externs will also draft the internal memoranda required to obtain approval of the settlement agreement or draft Complaint. Externs may also draft pleadings and digest transcripts. Opportunities to observe on-the-record interviews, settlement negotiations, and hearings are made available to Externs.

Qualifications
A working knowledge of relevant rules and regulations enforced by FINRA would be helpful, as would a working knowledge of securities markets, member firm operations, books and records. However, knowledge of securities law or brokerage regulations is not required. Securities industry experience is a plus, of course. Excellent writing skills, analysis, research skills, attention to detail, and ability to organize and multitask are required. Those interested in litigation are encouraged to apply. Candidate should have effective communication, time management, and organizational skills. He or she should also have the ability to work with others to meet deadlines, and the ability to perform multiple tasks efficiently and accurately.

Application Process and Timing: Please submit the following on the FINRA Web Site (www.finra.org/careers), and inform Cathy Kustner, NDLS Externship Coordinator, that you have applied for this position, ckustner@nd.edu.
FINRA Materials Requested
(1) A cover letter outlining your area of interest, what you hope to achieve through this program, what you can contribute to the organization, and your current GPA.
(2) Your current Resume.
(3) FYI, a transcript is not required with the initial Resume submission, but students selected for an interview will need to submit one at that time.

Northwestern Memorial Hospital
Web Site: www.nm.org/location/northwestern-memorial-hospital

Description
The Office of Corporate Compliance & Integrity provides unpaid externship opportunities for law students during the fall and spring academic semesters. Externs will have the opportunity to interact with compliance professionals and acquire experience working with health care regulations. Externs can expect to research regulations and the department’s own precedent. It’s likely that they would get to work on a project from start to finish.

The Office prefers to have externs for full days when they are there. Candidates should have completed their first year of law school as well as prior health law coursework.

Materials Requested: Cover Letter, Resume, Unofficial transcript

End Note
Students may extern in any nonprofit legal organization, governmental agency, or judicial chambers where they will be engaged in substantive legal work under the direct supervisor of an attorney or judge.

The organizations listed in this document have previously hosted NDLS externs. Students are free to be proactive and identify other entities. All placements must be approved by the instructor and must be finalized before a student may enroll in the course.

Questions: Externship Coordinator Cathy Kustner, ckustner@nd.edu, 574-631-9301