

# Lawyering Practice Externship Placement Sites

## OVERVIEW

The Lawyering Practice Externship course is designed as an all-purpose course to allow students to extern 8-12 hours per week in placement sites that are not covered by another externship course such as the Corporate Counsel Externship, or Judicial Externship. Students may extern locally or regionally (northwest Indiana, southern Michigan, Indianapolis, or Chicago) in any in any nonprofit legal organization, governmental agency, or campus legal office (other than the General Counsel) where they will be engaged in substantive legal work under the direct supervisor of an attorney. LPE externs are engaged in a wide variety of practice areas including civil and criminal, transactional and litigation.

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. The application deadline for any semester is generally the Friday following the mid-semester break of the previous semester. Note that different sites may require different application materials or may have an earlier application deadline.

Questions: Externship Coordinator Cathy Kustner, [ckustner@nd.edu](mailto:ckustner@nd.edu), 574-631-9301

## SOUTH BEND AND VICINITY

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## CHICAGO AND VICINITY

There are a number of Chicago organizations that will take part-time externs through Lawyering Practice Externship (see the Chicago placement sites document for *ND Law in Chicago*). Commuting to Chicago for LPE students poses special challenges, however. Students interested in doing Lawyering Practice Externship in Chicago should first talk with Katelynn McBride Barbosa.

**City of South Bend Legal Department**

Web Site: [www.southbendin.gov/government/department/legal](http://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

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**Elkhart County Prosecuting Attorney's Office**

Web Site: [www.elkhartcountyprosecutor.com](http://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](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

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**Indiana Legal Services**

Web Site: [www.indianalegalservices.org](http://www.indianalegalservices.org)

Description: 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. ILS also engages in some transactional work through its community development project.

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

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### **St. Joseph County Prosecutor's Office**

Web Site: [www.stjoepros.org](http://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. SVU placements are generally reserved for students with previous experience in a prosecutor's office. 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

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### **U.S. Attorney's Office, Northern District of Indiana**

Web Site: [www.justice.gov/usao-ndin](http://www.justice.gov/usao-ndin)

Description: The USAO for the Northern District of Indiana is charged with the primary responsibility for prosecuting all federal crimes from acts of terrorism to public corruption, white-collar crime, organized crime and gang activities, internet-related crimes, and many other criminal acts. Through its Civil Division, the Office is charged with defending agencies of the United States, enforcing regulatory agencies' authority, and recovering funds from violators of U.S. criminal, regulatory, and civil laws. The criminal side of the Office conducts investigations and prosecutes criminal cases including political corruption, securities and healthcare fraud, terrorism, narcotics, commercial frauds, government frauds, violent crimes, public protection and appeals.

#### **Hammond Office**

#### **REQUIRES MINIMUM OF 135 HOURS**

Perform research projects and assist in trial preparation. It is likely that interns will work on an appellate brief. Interns will be assigned projects from both the Civil and Criminal Divisions. Interns will work with several different AUSAs over the course of the internship. Through research projects and interaction with the AUSAs, interns will be introduced to the federal system and receive an introduction to federal procedures in both the civil and criminal settings. Interns are encouraged to attend court with the AUSAs during the internship and watch court proceedings. In limited instances, interns are allowed to represent the government in hearings before the various federal courts. Each Branch Office of the USAO for the Northern District of Indiana is located in a federal courthouse. This enables the interns to meet Judges, their clerks and network among federal officials. Our goal is to introduce our interns to the federal legal system, to develop their legal skills and, above all, to enjoy their internship. This internship requires a minimum of 135 hours spread over the semester.

Qualifications: At the time of their internship, students must be second or third-year law students. Must be a U.S. citizen. There is a required background investigation due to the sensitive nature of work performed.

Materials Requested: Cover letter, resume, unofficial law school transcript; legal writing sample, date when available, and telephone number(s) where a student can be reached in the day and evenings. If the applicant's law school requires a contract as part of any program wherein the student will receive credit for the externship, then we also require a copy of any such contract.

**South Bend Office**

**REQUIRES PRIOR SUMMER EXTERNSHIP**

Description: The U.S. Attorney's Office, Northern District of Indiana REQUIRES that students do a summer externship in their office 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

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**University of Notre Dame – Office of Gift Planning**

**SPRING SEMESTER ONLY**

Web Site: <https://giving.nd.edu/ways-to-give/gift-planning/>

Extern will have the opportunity to:  
Participate in client meetings and calls;  
Assist in creation of creative charitable giving plans as part of wealth management;  
Develop new policy and procedure;  
Create strategic marketing materials;  
Research legal issues impacting usage of assets to accomplish charitable goals.

Materials Requested: Cover letter, Resume.

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**University of Notre Dame – Office of Institutional Equity**

**NOT FOR SPRING 2019**

Web Site: [www.equity.nd.edu](http://www.equity.nd.edu)

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 interviewing, legal writing and analysis skills while also working with our staff to enhance Notre Dame’s workplace culture.

**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 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. peer institutional policies on or processes for Title IX, Title VII and workplace culture enhancement);
- Regular meetings with Director of OIE who provides feedback and guidance.

Materials Requested: Cover letter, Resume, Unofficial Transcript

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**GREATER INDIANA and MICHIGAN**

**Cass County Prosecutor’s Office, Cassapolis MI**

**FULL-YEAR EXTERNS ONLY**

Web Site: [www.casscoprosecutor.com/Prosecutor](http://www.casscoprosecutor.com/Prosecutor)

Cassopolis is located 25 miles from South Bend.

Description: The Cass County Prosecutor prefers that students do a prior summer internship in their office 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.

Materials Requested: Cover letter, Resume

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**Marion County Prosecutor’s Office, Indianapolis, IN**

Web Site: [www.indy.gov/eGov/County/pros/Pages/home.aspx](http://www.indy.gov/eGov/County/pros/Pages/home.aspx)

Description: The Marion County Prosecutor's Office has an exciting internship program that is vital to the operation of the office. Interns are actively involved in projects that impact our community and assist in the administration of justice.

Internships are available for law students throughout the year. Pro bono opportunities are available for students who have completed at least their first semester of law school. Candidates must have an interest in the criminal justice system, possess excellent writing skills, strong interpersonal and organizational skills, manage time effectively and have a working knowledge of programs in Microsoft Office.

Interns should be prepared to commit to a minimum of 8 hours per week during the fall and spring semesters during business hours of Monday - Friday, 8:00 a.m.–5:00 p.m.

Opportunities include internships in the following areas:

- Charging Division
- Grand Jury Division
- D Felony Unit
- Community Prosecution Division
- Juvenile Division
- Major Felony Division
- Special Victims Unit
- Special Crimes Unit
- Drug/Gangs/Guns Unit

Legal interns must attend a two day orientation program which is offered in January, May, and August. Externs who meet the requirements to become Certified Student Legal Interns as set forth in Admission and Discipline Rule 2.1(2.a), will have the opportunity to participate in court proceedings, depositions and/or witness interviews.

Materials Requested: Students interested in applying for one of our internships are encouraged to send a resume and cover letter to [Intern@indy.gov](mailto:Intern@indy.gov). Due to the high number of interested candidates, they are unable to accept every application that applies.

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