DUQUESNE UNIVERSITY
SCHOOL OF LAW
TRIBONE CENTER FOR CLINICAL LEGAL EDUCATION

2015 – 2016
Clinic & Program Course Descriptions and Externship Information
TRIBONE CENTER FOR CLINICAL LEGAL EDUCATION

Civil Rights Clinic
Collateral Consequences Clinic
Family Law Clinic
Federal Litigation Clinic
Juvenile Defender Clinic
Veterans Clinic

Criminal Prosecution Program
Public Defender Adult Program
Public Defender Juvenile Program
Exterions

CLINIC AND PROGRAM REGISTRATION PROCEDURES

AND DEADLINES

Important Dates for 2015 – 2016 Clinic Applications

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION ITEM</th>
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<tbody>
<tr>
<td>August 22, 2015 at 9am-1pm</td>
<td>Clinic Orientation at Tribone Center</td>
</tr>
<tr>
<td>TBA</td>
<td>Registration Form and Resume due for Clinics and Programs</td>
</tr>
<tr>
<td>TBA</td>
<td>Tribone Center notification of decision</td>
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<tr>
<td>TBA</td>
<td>Confirmation of Acceptance by student</td>
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</table>

The Tribone Center for Clinical Legal Education Program strives to ensure that all students have the opportunity to take a clinic, program or externship at some time during their law school careers.

1. Preference will be given to 3Ds, 4Es, and 4PTDs, followed by 2Ds, 3Es, and 3 PTDs. Within those groups, preference will be given to students who have not previously taken a clinic or program.

2. Wait lists will be maintained. No student may be on more than one clinic wait list.

3. No student may participate in more than one clinic, simulation course or externship during a semester without permission of the Academic Status Committee.

4. Students may not take any clinic or any program more than once.

5. Students who fail to complete a year-long clinic will receive no credit. Students who fail to complete a semester-long clinic will receive no credit.

6. Students should consult the Academic Bulletin for other applicable rules.

APPLICATIONS WITH RESUMES MUST BE E-MAILED OR RETURNED IN PERSON TO THE TRIBONE CENTER TO licciardellos@duq.edu OR TO ROOM 304 TRIBONE CENTER.
CIVIL RIGHTS CLINIC

Tracey McCants Lewis, Esq. – Assistant Clinical Professor / Supervising Attorney

The Civil Rights Clinic will operate as a year-long in-house clinic that engages in civil rights litigation and advocacy. Students will participate in weekly training sessions addressing the applicable substantive and procedural law.

Beyond the classroom, students will be trained in case intake and interviewing, client counseling, fact investigation, case analysis, negotiation, research, and drafting of motions and other pleadings and documents. Students will work with the EEOC, Pa. Human Relations Commission, Pittsburgh Commission on Human Relations, and Pittsburgh chapter of the NAACP on matters involving employment, housing and public accommodation discrimination, and civil rights advocacy. Students also provide client assistance on expungements and pardons, to remove barriers and better an individual’s chances for employment, housing and education.

Qualified students may be certified and may have the opportunity to argue motions, appear at hearings, and present argument before the Third Circuit Court of Appeals.

EDUCATION LAW CLINIC

Tiffany Sizemore-Thompson, Esq. – Assistant Clinical Professor / Supervising Attorney

Students in the Education Law Clinic will represent children who have been removed from their home schools as a result of disciplinary matters related to their delinquency cases. Qualified students may represent children in school disciplinary, suspension, expulsion or alternative education placement hearings. Students in this clinic may also litigate other matters that are collateral to the child’s involvement in the delinquency system.

CRIMINAL PROSECUTION PROGRAM

Jennifer DiGiovanni, Esq. and David Spurgeon, Esq. - Adjunct Clinical Professors / Supervising Attorneys

This year-long program provides students with an on-site externship and classroom instruction covering all facets of criminal law from a suspect’s arrest through the trial and post-trial stages. Students rotate through the DA’s office in accordance with the topics being covered in the coursework.

FAMILY LAW CLINIC

Katherine Norton, Esq. – Assistant Clinical Professor / Supervising Attorney

Students in the Family Law Clinic represent clients involved in general civil and family law matters.

Students participate in the representation of clients through the Allegheny County court of Common Pleas Pro Se Motions Project and referrals from the Neighborhood Legal Services Association. Through this project clinic, students assist indigent pro se litigants in Family Court. Assistance is provided in matters involving divorce settlement, child support, visitation, custody, paternity, and Protection from Abuse Orders (PFAs).
FEDERAL LITIGATION CLINIC

Adrian Roe, Esq. – Adjunct Clinical Professor / Supervising Attorney

Students will provide legal representation in criminal and civil rights matters for inmates with appeals before the U.S. Court of Appeals for the Third Circuit and trials before the U.S. District Court for Western Pennsylvania.

JUVENILE DEFENDER CLINIC

Tiffany Sizemore-Thompson, Esq. – Assistant Clinical Professor / Supervising Attorney

The Juvenile Defender Clinic is a holistic, client-centered delinquency defense clinic. Qualified students will represent children charged with delinquency offenses in Allegheny County’s Family Court from the beginning of the case through the post-dispositional phases. Student attorneys will have the opportunity to write and argue motions, develop litigation strategy, and go to trial, where appropriate.

VETERANS CLINIC

Daniel Kunz, Esq. – Adjunct Clinical Professor / Supervising Attorney

Students will assist veterans charged with offenses adjudicated through the Allegheny County Veterans Specialty Court program. The students will prepare and present cases for disposition in the Court of Common Pleas, and stay in touch with veterans following court ordered substance abuse or mental health treatment plans offered as alternatives to incarceration.

PUBLIC DEFENDER ADULT

Elliott Howsie, Esq. and Stacey Steiner, Esq.- Adjunct Clinical Professors / Supervising Attorneys

This year-long program is designed to provide students with an understanding of the process of criminal defense while offering practical experience working with adult persons accused of crimes. Students learn the stages of a criminal case, and have the opportunity to prepare, file, and argue motions, handle preliminary hearings before district justices, and participate in diverse interactions with the court.

PUBLIC DEFENDER JUVENILE

Turahn Jenkins, Esq. - Adjunct Clinical Professors / Supervising Attorneys

In this year-long program, students gain a comprehensive understanding of the juvenile justice system and how juvenile delinquency cases progress through the court system. Experiences include conducting client interviews, developing defense strategies with attorneys, drafting motions, and representing clients in detention, disposition, and review hearings.
Student Name: _____________________________________________________________

Student year/division in **Fall 2015** (2D, 2E, 2PTD, 3D, 3PTD, etc.): __________________________

Telephone: ___________________ Duq. E-mail: ___________________ Other E-mail: ___________________

### IN-HOUSE CLINICS, PROGRAMS AND PRACTICUM

<table>
<thead>
<tr>
<th>IN-HOUSE CLINICS, PROGRAMS AND PRACTICUM</th>
<th>Civil Rights Clinic – <strong>Year-Long Course</strong></th>
<th>Education Law Clinic – <strong>Year-Long Course</strong></th>
<th>Family Law Clinic – <strong>Year-Long Course</strong></th>
<th>Federal Litigation Clinic – <strong>Year-Long Course</strong></th>
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<tbody>
<tr>
<td><strong>Credits</strong>: 6 Credits (3 Academic Credits, 3 Non-Traditional Credits)</td>
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<tr>
<td><strong>Co-requisite</strong>: Constitutional Law, Evidence</td>
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<td><strong>Prerequisite</strong>: Evidence, Constitutional Law</td>
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<tr>
<td><strong>Enrollment</strong>: 10 Students</td>
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<td><strong>Enrollment</strong>: 8 Students – 3L, 4E only</td>
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<tr>
<td><strong>Clinic Hours to Be Completed</strong>: 280 Hours (Minimum of 10 Hours per Week)</td>
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<tr>
<td><strong>Class Meeting Time</strong>: Tuesday 4:00 – 5:40 PM</td>
<td><strong>Class Meeting Time</strong>: Thursday 6:00 – 7:40 PM</td>
<td><strong>Class Meeting Time</strong>: Wednesday 4:00 – 5:40 PM</td>
<td><strong>Class Meeting Time</strong>: Monday 6:00 -7:40pm</td>
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<td><strong>Class Location</strong>: Tribone Center</td>
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<tr>
<td><strong>NAACP Meeting Time</strong> (must be available): 3rd Friday of the Month 1:00 – 5:00 PM</td>
<td><strong>Urban League of Greater Pittsburgh</strong> (must be available): 2nd Friday of the Month 1:00 – 2:30 PM</td>
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**Check two; Please provide your order of preference (e.g., 1, 2)**

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**NOTE:**

- **Civil Rights Clinic**
  - Minimum of 10 Hours per Week

- **Education Law Clinic**
  - Minimum of 10 Hours per Week

- **Family Law Clinic**
  - Minimum of 10 Hours per Week

- **Federal Litigation Clinic**
  - Minimum of 10 Hours per Week
Class Location: Tribone Center

*** Clinic Hours: Must be available for Clinic Hours at Tribone Center Monday from 2:00pm – 6:00pm and/or Monday from 7:40 -9:00pm (for evening students). Additional Clinic Hours for evening students will be arranged by appointment with Professor McCants Lewis.

**Juvenile Defender Clinic – Year-Long Course**

**Credits:** 6 Credits (3 Academic Credits, 3 Non-Traditional Credits)

**Co-requisite:** Evidence

**Enrollment:** 10 Students

**Clinic Hours to Be Completed:** 280 Hours (Minimum of 10 Hours per Week)

**Class Meeting Time:** Monday 4:00 – 5:40 PM

**Class Location:** Tribone Center

**Veterans Clinic – Year-Long Course**

**Credits:** 6 Credits (3 Academic Credits, 3 Non-Traditional Credits)

**Prerequisite:** Available Wednesday from 9:00 am – 4:00 pm

**Co-requisite:** Evidence

**Enrollment:** 8 Students

**Clinic Hours to Be Completed:** 280 Hours (Minimum of 10 Hours per Week)

**Class Meeting Time:** Wednesday 4 – 5:40 PM Class Location: Tribone Center

**Criminal Prosecution – Year-Long Course**

6 Credits (3 Academic, 3 Non-traditional)

**Prerequisite:** Evidence; Certified

**Enrollment:** 8 Students – 3L, 4E only

**Class Meeting Time:** Thursday 4 – 5:40 PM Class Location: Tribone Center

**Public Defender Adult – Year-Long Course**

**Credits:** 6 Credits (3 Academic Credits, 3 Non-Traditional Credits)

**Prerequisite:** Evidence

**Enrollment:** 8 Students

**Clinic Hours to Be Completed:** 280 Hours (Minimum of 10 Hours per Week)

**Class Meeting Time:** Monday 4:00 – 5:40pm Class Location: Tribone Center

**Public Defender Juvenile – Year-Long**

**Year-Long Course**

**Credits:** 6 Credits (3 Academic Credits, 3 Non-Traditional Credits)

**Prerequisite:** Evidence

**Enrollment:** 8 Students

**Clinic Hours to Be Completed:** 280 Hours (Minimum of 10 Hours per Week)

**Class Meeting Time:** Thursday 4:00-5:40pm Class Location: Tribone Center

Please sign and date form and attach resume.

Enrollment in clinical programs or practicums is binding. Students accepted into clinics or practicums will be required to execute a Commitment Agreement. This policy will be enforced to protect students who might otherwise be excluded from obtaining a seat, clients who might not otherwise be adequately served, clinic morale, and the Law Clinic’s relationship with other institutions and organizations.

By submitting this application, I understand that I am not guaranteed admission to the Clinic.

_________________________  _______________________
Student Signature Date
GENERAL REQUIREMENTS FOR EXTERNSHIPS

Requirements for participation in the externship program include, but are not limited to the following:

- Eligibility begins after a student has completed his or her first year, provided the student is in good academic standing. First year day and evening students are not eligible for participation in externships. However, a first-year student may register for second-year externship, prior to the issuance of final first year grades. The Law School retains the discretion to tentatively approve such registration on the condition of a subsequent good standing determination.

- Each externship is approved for one (1) to three (3) credit hours, requiring 46 hours for one (1) credit, 93 hours for two (2) credits, and 140 hours of service for three (3) credits (approximately 10 hours per week for 14 weeks). Externships are available when classes are in session, including during the Law School summer session, but externships approved for the summer months (June – August) are generally accelerated and require the student to complete the required hours in a shorter time period.

- Students registered for externships during the summer session must pay summer session tuition at the established per-credit rate.

- Credits earned in externships are classified as non-traditional credits. A student may complete a total of eighteen (18) non-traditional credits during his or her law school tenure.

- If a student identifies an externship opportunity not approved by the faculty, the student must direct his or her request for approval of the placement site to Laurie Buchan Serafino, Clinic Director. Approval may take up to two months.

EXTERNSHIP PLACEMENTS

The Law School has established the following immutable criteria regarding externships:

- Governmental agencies, the judiciary, and 501 (c)(3) organizations (non-profit organizations) are generally eligible for participation in the program.

- No externship shall be approved for profit-making entities.

- The placement organization must agree that the student’s work will be supervised by a licensed attorney.

- All externships are subject to review by the faculty at any time.

- The Law School faculty will review all new externships at its monthly faculty meetings.
EXTERNAL REPORTING REQUIREMENTS

The Law School, the American Bar Association, and the American Association of Law Schools have reporting requirements which must be followed in order for a student to receive academic credit. These include the following:

- The student must certify that the program does not conflict with his/her class schedule.
- The student must maintain a weekly time sheet / log of his/her work hours and work product.
- The student must draft journals.
- The student must attend seminars.
- Upon the student’s completion of the program, the supervising attorney must certify the student’s hours and submit a final report to Professor Katherine Norton.
- Within one week of completion of the externship, the student must submit a completed evaluation form.

_Inquiries about externships or about the Tribone Center’s Clinical Legal Education Program should be directed to:_

_Katherine Norton, Esq. at nortonk1@duq.edu (412) 396-1688_

_or to_

_S. Beth Licciardello at licciardellos@duq.edu (412) 396-4704 Ext. 4730_
More than 200 clinical externships are available with courts, non-profit organizations, hospitals, and state and federal government agencies. This list provides only a summary of them. For detailed listings, see the binder with a full list of approved sites, available at the Law Clinic offices, Tribone Center for Clinical Legal Education. You may also contact S. Beth Licciardello (412.396.4704 or licciardellos@duq.edu) or Katherine Norton (nortonk1@duq.edu). Most placements require legal research and writing. Some placements require interviews before selection.

**Trial Court and Appellate Court Judicial Externships** – Students/Externs work in judicial chambers especially in legal research and writing. Participants are selected by the Judge or Justice whom they will serve. All Federal and State trial and appellate courts in Pittsburgh are open for externship application. Common Pleas Courts of Allegheny County (all divisions) and most surrounding counties are also open for application.

**District Attorney’s and Public Defender’s Offices** – Participants are involved in all phases of criminal prosecution, (pre-trial, trial, post-conviction, and appeal). Numerous PA and WV county district attorney offices are available for externship application.

**Administrative County and City Agencies** – Pittsburgh Commission on Human Relations; City of Pittsburgh Law Department; Board of Viewers, Court of Common Pleas, Allegheny County; Pittsburgh Housing Authority; Pittsburgh Zoning Hearing Board; Pittsburgh Department of City Planning.

**Legal Aid Organizations** – Neighborhood Legal Services

**State Agencies** – PA Department of Transportation; PA Environmental Hearing Board; PA Human Relations Commission; PA Public Utilities Commission; PA State Attorney General (Charitable Trusts and Bureau of Consumer Protection Divisions); PA Department of Environmental Protection

**Federal Agencies** – U.S. Attorney’s Office; U.S. Department of the Interior; U.S. Department of Housing and Urban Development; Equal Employment Opportunity Commission; Chapter 13 (Bankruptcy) Trustee’s Office

**Non-Profit, Religious, Healthcare Organizations** – Pittsburgh Regional Immigrant Assistance Center; Diocese of Pittsburgh; Monongalia Health System; West Penn Allegheny Health System; UPMC; Robert Morris University; Point Park University

**Full-time Externships** are available in Washington, DC, Harrisburg, and the Netherlands. Please contact Prof. Serafino for more information.
Please consult the Law Clinic’s list of approved externship sites to select your preferred externship placement.

All Externships are 1-3 credits, semester-long, Pass/Fail courses requiring 46-140 hours of work over the 14-week semester or summer months.

You may not register for an externship if you are registered for any other Externship or Clinic in the same semester without faculty approval.

Submit this complete form with a copy of your resume to the Law Clinic office at the Tribone Center for Clinical Legal Education to Katherine Norton at nortonk1@duq.edu.

Student Name: ________________________________

Student Year & Division in Fall 2015 (3D, 4E, 2D, 3E, 4PTD, etc.): __________________________

Address: ________________________________________________________________________

Telephone: ____________________________      Duq. E-mail: _____________________________

Requested Externship / Area of Interest (if known): Judicial     Non-Profit     Government

Semester / Year of Externship: Fall 2015    Spring 2016    Summer 2016

Availability for meeting with Professor Katherine Norton: Monday:

Tuesday:

Thursday:

PLEASE NOTE: ENROLLMENT IN AN EXTERNSHIP IS BINDING. STUDENTS ENROLLED WILL BE REQUIRED TO EXECUTE A COMMITMENT AGREEMENT.

____________________________________    _______________________
Student Signature                  Date
As a Duquesne University School of Law Tribone Center for Clinical Legal Education Student, I agree to:

1. Be familiar with, and comply with, all Duquesne University School of Law Tribone Center for Clinical Legal Education policies and procedures as well as with any other requirements or policies contained in the Law School Academic Bulletin.

2. Be fully aware of my professional and ethical obligations at all times in my clinic. I agree to adhere to the Confidentiality Policy of the Tribone Center for Clinical Legal Education. The Confidentiality Policy of the Tribone Center for Clinical Legal Education is as follows:

   "Students shall not reveal information designated as confidential by their supervising attorney/professor. Students shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure or identity of a case or client without the express advance authorization of their supervising attorney/professor."

3. The Tribone Center for Clinical Legal Education requires 140 hours of fieldwork per semester.

4. I understand that it is solely my responsibility to submit, on a timely basis, all documents that are required to complete this Tribone Center for Clinical Legal Education course, program or practicum. It is solely my responsibility to verify with the Clinic Administrator that I have completed all course requirements on or before the last due date for the semester.

5. I understand that if due to scheduling conflicts for required courses I can no longer participate in the clinic, I will notify the Clinic Administrator and the supervising attorney/professor within 24 hours of knowledge of the conflict, and I comply with the other requirements of the Tribone Center for Clinical Legal Education office.

6. **Students who are on probationary status due to a failure to achieve a grade point average of 2.00 after their first year of study may not register for any Tribone Center for Clinical Legal Education Program in their second year.** If you are on probation after Spring Semester 2015, you will not be permitted to participate in the Tribone Center for Clinical Legal Education and you will be removed from the program.

I have read this Student Performance Agreement and understand and agree to comply with it. I understand that my signature reflects my agreement with the terms herein. *Your signature indicates you wish to be officially enrolled in the clinic.*

______________________________  ______________________________
Signature of Student            Clinic/Program/Practicum Placement

______________________________
Printed Name

Date: _________________________