

Externship Opportunities

Dauphin

American Education Services (Harrisburg, PA)

Position Description: The Legal Services Division of American Education Services (formerly PHEAA) has one position available.

AES is responsible for handling all legal issues related to the Higher Education Act and its regulations, collection of delinquent student loans and various other issues that involve the business of a state agency. Students will gain practical experience in an in-house corporate legal environment. The practice of the Legal Services Division attorneys involves the following areas of substantive law: bankruptcy, debtor/creditor rights, contracts, electronic commerce, computer technology, administrative law, intellectual property, consumer protection, regulatory compliance, employment law, and litigation.

Examples of recent bankruptcy-related issues include loan dischargeability in U.S. bankruptcy proceedings, administrative hearings, enforcement of judgments and general practice matters. Seniors and second-semester, Middlers may be certified to practice in state courts and administrative agencies and may have the opportunity to appear in court in bankruptcy cases. (Free parking is available at the office).

To apply please submit a cover letter, resume, transcript and writing sample.

Commonwealth of Pennsylvania Judicial Conduct Board (Harrisburg, PA)

Position Description: The Judicial Conduct Board of Pennsylvania investigates allegations of ethical misconduct against Pennsylvania judges. If necessary, the Board prepares and brings cases against judges who are accused of unethical actions.

Students will receive a broad range of experiences, from writing legal memoranda, briefs, and motions in preparation for trial to observing depositions and court proceedings. Legal research and writing skills are crucial; assignments are often open-ended and predictive, and require independent and creative thinkers. Other assignments are simpler and clearer, but require attention to detail. Students are encouraged to ask questions and fully participate in the daily operations of the office in the new, state-of-the-art Pennsylvania Judicial Center.

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Commonwealth of Pennsylvania Legislative Reference Bureau (Harrisburg,PA)

Position Description: One student is sought for a position with the Pennsylvania Legislative Reference Bureau in Harrisburg.

Working under the supervision of Vincent Deliberato, a DSL adjunct professor, and Jo Ann Mitchell, students draft and analyze legislation proposed or introduced in both houses of the Pennsylvania legislature. As part of this process, students will consider constitutional issues as well as legal drafting questions. The bills and proposed legislation that students work on cover the full gamut of subjects considered by Pennsylvania representatives during their legislative sessions, including criminal and civil legislation, commercial laws, and regulatory measures, among other topics. The Legislative Reference Bureau has the ultimate responsibility for reviewing proposed legislation and inserting enacted legislation into the appropriate place in the laws of the Commonwealth.

To apply please submit a cover letter and resume.

Commonwealth of Pennsylvania Liquor Control Board, Office of Chief Counsel (Harrisburg, PA)

Position Description: Students will be supporting the following functions by conducting legal research and drafting legal documents and memoranda:

Licensing - The Office is divided into division largely for the purpose of maintaining separation between the adjudicatory and prosecutorial functions in licensing cases, as required by due process. The prosecution attorneys represent the PLCB's Bureau of Licensing at hearings before hearing examiners. The issues may involve the transfers of licenses as well as renewal of the licensing privilege. After a Board decision is rendered in these cases, the adjudication attorneys receive the hearing examiner's recommendation and draft Opinions based on the Board's decision. If the Board decision is appealed, the prosecution attorney assigned to the case usually handles the appeal in defense of the Board's decision.

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Employment - The Office works in conjunction with the PLCB Bureau of Human Resource Management ("Bureau") concerning legal issues that arise in the hiring, firing and general employment of the Board's approximately 4,622 employees.

The Office also works closely with the Procurement Division of the PLCB Bureau of Support Services to ensure compliance with the Procurement Code and the Field Procurement Handbook. The Office is responsible for reviewing all contracts and grants entered into the the PLCB for form and legality, except small, non-competitive procurements. The Office also spends a great deal of time suggesting, writing and commenting upon proposed legislation, often at the request of individual members of the General Assembly. The Office also reviews all proposed regulations and offers commentary and suggestions on those regulations. In some cases, the Office drafts the regulations as well. In addition, the Office serves the role of legal counsel to the various bureaus within the PLCB.

Commonwealth of Pennsylvania Public Utility Commission, Law Bureau (Harrisburg, PA)

Position Description: Two students are sought to work with the Law Bureau.

The Law Bureau is responsible for advisory, prosecutory, enforcement and representational functions in support of Commission objectives. It provides legal counsel to other Commission bureaus and the Commission on a wide variety of issues associated with utility regulation under the Public Utility Code, including constitutional law, general administrative law, rate-making and federal energy and telecommunications issues. In addition, because of the recent deregulation of the telecommunications and electric industries, the Law Bureau provides legal support on a number of antitrust, merger and other competition-related issues facing the Commission. The Public Utility Commission is an equal opportunity employer. The PUC encourages minorities, women and persons with disabilities to participate in its programs.

Legal interns can expect to receive a broad range of experiences, ranging from assisting staff attorneys with legal research, drafting of memoranda, briefs or other legal pleadings, preparing for and attending conferences with in-house staff or outside opposing counsel, pre-complaint investigations, settlement negotiations and attendance at hearings or arguments before state or federal courts or Commission administrative law judges.

To apply please submit a cover letter, resume and a writing sample.

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Commonwealth of Pennsylvania, Department of Banking (Harrisburg, PA)

Position Description: One position is available for a student interested in banking law and regulation.

The Department has the authority to regulate the operation of certain banks and non-depository licensees in Pennsylvania. Students will be assigned to research and draft memos on pending issues, analyze statutes and regulations and observe or assist in any pending hearings held by or involving the Department. Students work closely with Banking Department lawyers.

Banking Regulation is recommended, but not required as a pre/co-requisite course.

Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (Harrisburg, PA)

Position Description: One student is sought to work with the Chief Counsel's Office of the Department of Conservation and Natural Resources in Harrisburg. DCNR and DEP were created out of the former Department of Environmental Resources in 1995. DCNR is primarily responsible for administering Pennsylvania public lands including state parks and state forests.

Legal issues that may be handled by students include real property, litigation, contracts, public bidding and employment issues. Students will also attend staff meetings, agency proceedings and, if cases are pending, may attend trials and appellate arguments in court. Moot court and writing experience are helpful but not required.

To apply please submit a cover letter, resume, writing sample and transcript.

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Commonwealth of Pennsylvania, Department of Environmental Protection -- Litigation Bureau (Harrisburg, PA)

Position Description: Two students are sought for positions at the South Central Regional office on Elmerton Ave. (Litigation Bureau) of the Pennsylvania DEP. Free parking is available at the regional office.

The work in the Litigation Bureau involved environmental enforcement, including investigating and litigating environmental cases. The specific work may include legal and environmental research, assisting supervising attorneys in preparing for hearings and conferences, attending meetings, conferences and hearings, and drafting documents involved in pending litigation. In the past, we have made arrangements with the Environmental Hearing Board for students to handle cases on their own before the Board (with attorney supervision). In these instances, the student intern drafts the necessary filings, enters an appearance before the Board, and litigates (or settles) the case.

Please submit a resume, transcript and writing sample.

Commonwealth of Pennsylvania, Department of Environmental Protection, Bureau of Regulatory Counsel (Harrisburg, PA)

Position Description: Two students are sought for positions with the Regulatory Counsel's Office of the Pennsylvania DEP.

Students working with the Office of the Regulatory Counsel will work on drafting, promulgating and interpreting environmental rules. The specific work may include legal and environmental research, drafting environmental regulations, briefs, and other documents. DEP represents the interests of the state and its citizens, and does not represent individual clients. A technical background is helpful but not necessary.

To apply please provide a cover letter, resume, transcript and writing sample.

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Commonwealth of Pennsylvania, Department of Environmental Protection, Bureau of Regulatory Counsel (Harrisburg, PA)

Position Description: Law students will work with various attorneys to research legal issues pertaining primarily to state environmental and administrative law. Students interested in practicing environmental law or working in the public sector will find this externship to be quite worthwhile. Externs will have the opportunity to observe hearings, settlement conferences, field operations, and meetings regarding the promulgation of regulations.

Commonwealth of Pennsylvania, Department of Health (Harrisburg, PA)

Position Description: One student interested in health care law is sought for a field placement clinic in Harrisburg with the Office of Legal Counsel of the Pennsylvania Department of Health in Harrisburg.

The student will have the opportunity to participate in a variety of projects and experiences within the Department's broad range of programs and regulatory functions. In addition to performing legal research and writing, the student may be involved with the review and analysis of legislation, administrative regulations and policies. The student may observe administrative hearings and various judicial proceedings, including appellate arguments. The student also prepares responses to external inquiries, requests and complaints.

To apply please provide a cover letter, resume, writing sample and transcript.

Commonwealth of Pennsylvania, Department of Public Welfare (Harrisburg, PA)

Position Description: forth coming.

Externship Opportunities

Commonwealth of Pennsylvania, Department Of State (Harrisburg, PA)

Position Description: EXTERNSHIPS AVAILABLE AT THE PENNSYLVANIA DEPARTMENT OF STATE

Headed by the Secretary of the Commonwealth, the Department of State consists of the Bureaus of: Commissions, Elections & Legislation; Professional & Occupational Affairs; Corporations; Charitable Organizations and the State Athletic Commission. Information on the Bureaus and Commissions in which externs may work is contained below. Further information on the Department of State may be obtained on its web site: www.dos.state.pa.us. Whenever possible, we invite externs to attend legislative, regulatory and judicial hearings and cases related to their work.

The Department offers a variety of types of legal work for externs, who earn academic credits while they perform legal work at the Department. Externs are selected for the North Office Building (NOB), Counsel, Prosecution and Hearing Examiners. Due to the great variety in the Bureaus contained within the Department, we have positions for externs that are similar to interns working in a law firm (NOB or Counsel), clerking for a judge (Hearing Examiners) or clerking for a district attorney (Prosecution). Those externs who serve as externs for two semesters may choose to work in more than one office, if they so desire.

Located in the NOB, the Bureau of Commissions, Elections & Legislation issues commissions to elected state officials and commissions and disciplines notaries public. The Bureau acts as custodian for elections information, makes initial investigations on campaign finance complaints, compiles and publishes election results and other public information, examines voting machines and electronic voting systems and is in charge of recording and filing all legislation enacted by the General Assembly.

The State Athletic Commission (SAC) regulates athletic agents, professional and amateur boxing, kickboxing and promoters of professional wrestling. The Bureau of Charitable Organizations regulates nonprofit organizations. The Counsel for SAC as well as the Counsel and Prosecutor for the Bureau of Charitable Organizations are located in the NOB. Much of this work and that of other Bureau attorneys assigned to the NOB involves research and writing on important policy issues for the Department.

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The Bureau of Professional & Occupational Affairs (BPOA) oversees 29 boards and commissions that license various professions including accountants, architects, dentists, doctors, nurses, pharmacists, psychologists and real estate brokers. BPOA reviews applications, issues licenses, monitors licensees, and suspends and revokes licenses for unethical, negligent or incompetent behavior. Primarily located at Penn Center at the former Polyclinic Hospital, the legal work at BPOA can be divided into three distinct areas. Those externs who assist attorneys who serve as Counsel to BPOA Boards perform many of the tasks that interns do for a law firm, including: attending Board meetings, conducting research and writing on issues of concern to the Board and occasionally prosecuting cases, depending on the discretion of the Board. The externs who assist the Prosecution Division draft documents, interview witnesses and attend hearings of licensees, much like interns who clerk for a district attorney. Finally, those externs who assist the Hearing Examiners attend hearings and draft opinions for the Hearing Examiners, as do interns who clerk for judges.

Please submit a cover letter explaining your interest in the Department of State, resume, writing sample, and transcript. Interviews are also required.

Commonwealth of Pennsylvania, Department of Transportation (Harrisburg, PA)

Position Description: Department of Transportation

Office of Chief Counsel

Legal Extern Duties

The Department's Office of Chief Counsel is composed of approximately 50 attorneys and 40 support personnel. The Office of Chief Counsel provides legal advice and representation for a wide range of functions and programs within the Department. To meet the Department's need for specialized legal services, the office is organized into five divisions:

The Executive Division is responsible for the management and administration of the office including its personnel, fiscal, and procurement functions. In addition to the Chief Counsel and the Deputy Chief Counsel (who also serves as Department Hearing Officer), the Division includes personnel and environmental attorneys and the Staff Engineer. Division attorneys provide legal services in labor/employment and environmental matters and litigation, including

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cases delegated by the Attorney General. This Division also houses the office's Law Clerks who assist with legal services and management functions in this Division and others.

The General Law Division has attorneys who draft legislation and regulations, handle tort liaison and defense (when delegated by the Attorney General) and highway safety matters. This Division also renders advice and handles litigation involving traffic engineering and maintenance matters, and consists of attorneys and investigators who are responsible for matters in contract and procurement, aviation and airports, mass transit and rail matters, as well as the investigation of applicants seeking certification as Disadvantaged Business Enterprises (DBEs) for purposes of the Department's Federal Aid DBE Program.

The Real Property Division consists of attorneys who are experts in the field of eminent domain and real property law, and who give advice and represent the Department in all levels of the state court system. Attorneys in this Division also handle utility matters, including grade-crossing cases before the Public Utility Commission and on appeal and occupancy of highway right-of-way by trails. They also render advice and handle litigation involving driveway, utility, billboard and junkyard permits, and land-use matters. Attorneys in this Division also draft and process deeds and agreements, and assist in drafting legislation and regulations in real property matters.

The Highway Construction and Claims Division is responsible for all litigation involving contract claims against the Department, as well as collections and plaintiff's actions to recover money for damages caused to the Department's highways, bridges and other property. This Division currently has cases in litigation totaling \$90,000,000.

The Vehicle and Traffic Law Division consists of attorneys who serve the Safety Administration Deputate and several areas of the Highway Administration Deputate, including the Bureau of Highway Safety and Traffic Engineering. In addition to providing litigation services and advice to the above-mentioned areas of the Department, attorneys in this Division also serve as a resource for District Attorneys and police officers throughout the Commonwealth, and assist District Attorneys in the prosecution of traffic offenses. Attorneys represent the Bureau of Driver Licensing and the Bureau of Motor Vehicles in Courts of Common Pleas in all 67 counties of the Commonwealth, and on appeal to the Commonwealth Court and Supreme Court of Pennsylvania.

Externs will have the opportunity to work with lawyers from the various divisions, conducting legal research, writing memoranda, briefs, and motions. Externs also assist in preparing cases for trial, and will be able to observe administrative and court proceedings. Externs typically

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have the opportunity to work closely with many attorneys, exposing them to the individual work styles of those attorneys. Externs may also assist with administrative and professional development activities in the office. All work is performed under the supervision of an attorney. Work times are flexible to accommodate school schedules and other extra-curricular activities as necessary.

Commonwealth of Pennsylvania, Gaming Control Board, Office of Chief Counsel (Harrisburg, PA)

Position Description: Description forthcoming.

Commonwealth of Pennsylvania, Office of Attorney General -- Bureau of Consumer Protection, Public Protection Division (Harrisburg, PA)

Position Description: Up to three positions are available in the Harrisburg Office of the Bureau of Consumer Protection, located in downtown Harrisburg. The experience primarily entails legal research and writing concerning consumer protection and related issues, in support of staff lawyers. Students may be asked to draft documents such as complaints, to assist staff lawyers in case preparation, including reviewing and summarizing consumer complaints, identifying potential causes of action, and assessing the strength of legal arguments.

To apply, please provide a cover letter and resume.

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Commonwealth of Pennsylvania, Office of Attorney General -- Charitable Trusts and Organizations (Harrisburg, PA)

Position Description: One position is available with this section.

The Charitable Trusts & Organizations Section of the Office of Attorney General concentrates its practice in three areas of the law. First, we act as an interested party beneficiary to most charitable estates and all charitable trusts administered in Pennsylvania. To that end, we review accountings and, when necessary, prosecute objections to those accountings. We prosecute claims against wrong doing fiduciaries and claims to enforce the estate, such as claims of undue influence, on behalf of the charitable, beneficial interest. Second, we enforce the Solicitation of Funds for Charitable Purposes Act. Litigating claims under this Act requires significant investigative efforts and mainly deals with the regulation of telemarketers and their clients. Third, we have the authority to investigate charitable nonprofit organizations for fraud, waste and abuse of the corporate franchise or assets.

Students will perform legal research and draft memoranda and briefs in pending cases. Students will also attend hearings and conferences when possible. TRUSTS & ESTATES and CORPORATIONS classes are a plus, but not required.

To apply please provide a cover letter, a resume, writing sample, and transcript.

Commonwealth of Pennsylvania, Office of Attorney General -- Financial Enforcement Section (Harrisburg, PA)

Position Description: This position will include exposure to all aspects of Commonwealth collections activities and Bankruptcy Court practice. The selected student will analyze collections claims and responses (including compromise proposals), lien practice, release of real estate from liens, and will also review Bankruptcy Court filings and prepare responsive pleadings as appropriate. Attendance at Bankruptcy Court proceedings is included. Some familiarity with federal tax lien law and various state tax statutes and practices will be gained. There will be some legal research and memorandum writing in addition to the preparation of correspondence and pleadings. Course work in basic taxation, accounting and/or creditors remedies would be helpful.

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Commonwealth of Pennsylvania, Office of Attorney General -- Tax Litigation Bureau (Harrisburg, PA)

Position Description: One position is available for a third-year student who has had at least one tax course.

This section does exclusively tax litigation work in state courts. Students will be working on pending investigations and cases with the senior attorneys supervising the cases. Although most cases settle before trial, students will participate in the full range of research, writing memos, drafting of pleadings and motion papers, will sit in on negotiations with outside counsel and attend any motions, hearings or trials during the semester.

To apply please submit a cover letter and resume. A writing sample is recommended.

Commonwealth of Pennsylvania, Office of Attorney General -- Appeals and Legal Services Section (Harrisburg, PA)

Position Description: One position may be available in the Capital Litigation Unit of the Office of Attorney General.

The Capital Litigation Unit is responsible for handling appeals from capital and other homicide convictions in Pennsylvania, including reviewing the records, writing briefs and arguing in the various courts handling appeals. Students will draft briefs and memoranda, assist attorneys in argument preparation and observe arguments in court. Students may also assist in maintaining capital case information database.

Prefer that students complete evidence -- but not a prerequisite.

To apply please provide a cover letter, resume and writing sample.

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Commonwealth of Pennsylvania, Office of Attorney General --Health Care Section (Harrisburg, PA)

Position Description: This position is available to second or third year law students. The Health Care Section practices consumer protection and health care law and conducts consumer mediations, private investigations, and litigation when necessary.

Law students will handle legal research and writing with assignments commensurate with their experience. Although most cases settle before trial, attendance at investigative hearings, depositions, and court hearings is encouraged.

Our section exists to mediate, investigate, and litigate on behalf of Pennsylvania consumers at large against entities that engage in unfair or deceptive acts or practices in the delivery of health care or health related products. The section also avails itself of educational opportunities and participates in the drafting and review of legislative proposals.

Commonwealth of Pennsylvania, Office of Attorney General-- Antitrust Section (Harrisburg, PA)

Position Description: One position is available with this section.

The Antitrust Section has the authority to bring civil actions under state and federal antitrust laws on behalf of the Commonwealth and its citizens, and has been especially active in bringing Sherman Act Section 1 cases alleging price fixing, bid rigging, group boycotts and unlawful tying arrangements. Legal interns can expect to receive a broad range of experiences, ranging from assisting staff attorneys in pre-complaint investigations, legal research, conferences and negotiations, and some trial preparation work. Responsibilities include finding or developing fact information in pending investigations, participating in interviews with witnesses, drafting legal memoranda, motions, briefs or other legal pleadings, discovery work and assisting attorneys in preparing for depositions and hearings. Interns may work on multistate investigations, draft jury instructions, draft pre-trial memoranda and attend settlement meetings with opposing counsel. Interns will have the opportunity to attend any hearings, depositions and other proceedings in pending cases.

To apply please provide a cover letter, resume and writing sample. An interest or background in business or economics is preferred, but not required.

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Commonwealth of Pennsylvania, Office of Attorney General-- Torts Section (Harrisburg, PA)

Position Description: Several students are sought for positions with the Torts Section.

Under the supervision of Deputy Attorneys General, students in the Torts Section represent Commonwealth agencies and employees sued for alleged negligence. The majority of the office caseload involves auto accident litigation on behalf of the PA Dept. of Transportation. The remaining portion of the office caseload includes representation of the State Police, Department of General Services, Department of Corrections and Department of Welfare. Students will be involved in legal research, analysis and application of the Sovereign Immunity Act, preparation of legal briefs, motions and petitions and will assist counsel in preparation for depositions, appellate arguments and trials. Students will also have the opportunity to attend trials, oral arguments and depositions whenever possible.

Moot court or mock trial experience is preferred, but not required.

To apply please provide a cover letter, resume and writing sample.

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Commonwealth of Pennsylvania, Office of Attorney General--Criminal Prosecutions Section (Harrisburg, PA)

Position Description: One position may be available.

The Criminal Prosecution Section investigates and prosecutes a wide variety of criminal cases in Pennsylvania courts. The Section handles cases that are especially complex, involve multiple jurisdictions, or are referred to the Attorney General by District Attorneys.

The student will do research and legal writing on a variety of criminal law and procedure issues, write short memos and briefs, meet with the prosecutors handling these cases, assist with case preparation, and attend any hearings, proceedings or trials handled by the Section.

To apply please submit a cover letter and resume.

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Commonwealth of Pennsylvania, Office of Governor's General Counsel (Harrisburg, PA)

Position Description: Externships are non-paid positions. Student applicants should determine through their school the amount of school credit they can receive for completing an externship or if you are eligible for work-study. If you are not eligible for an externship or work-study, OGC would welcome students willing to volunteer their time for work experience. Selected candidates will be working in the Office of General Counsel and will be performing entry-level attorney work with an emphasis on legal research and writing.

Hours would be flexible according to your class schedule.

Commonwealth of Pennsylvania, State Civil Service Commission (Harrisburg, PA)

Position Description: One student is sought for a position with the State Civil Service Commission.

The Commission holds daily hearings on employment issues. The student will assist with all phases of the staff attorneys' cases before the Commission and courts. The student will attend the hearings and draft decisions for the Commission in the administrative cases. The student may write briefs for cases in Commonwealth Court and attend the appellate arguments on a variety of cases. The student will also research and write memos on a variety of current issues in employment law. The student may also attend training sessions on employment law given by the Commission staff.

The Commission holds its public meeting on the third Wednesday of each month at 9 a.m. It would be helpful if the student could attend this meeting.

To apply please submit a cover letter and resume. Please bring a writing sample to the interview.

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**Court of Common Pleas, 12th Judicial District of Pennsylvania - Hon. Bruce Bratton
(Harrisburg, PA)**

Position Description: Professional environment which offers interns practical experience and proper mentoring. Interns will prepare case summaries, conduct legal research, draft various memoranda on their civil and criminal assignments received in chambers, and will observe courtroom proceedings.

Externship Opportunities

Court of Common Pleas, 12th Judicial District of Pennsylvania - Hon. John F. Cherry (Harrisburg, PA)

Position Description: One judicial clerkship is available.

Judge John F. Cherry, a graduate of Penn State-Dickinson Law School and former Dauphin County District Attorney, handles a variety of criminal, civil, and domestic relations cases from trial through sentencing to appeal. Students will observe trials and other court proceedings, research and write memos, and assist the judge and full time clerks.

To apply please provide a cover letter, resume and writing sample.

Interviews will be held in the judge's chambers.

Court of Common Pleas, 12th Judicial District of Pennsylvania - Hon. Lawrence F. Clark, Jr. (Harrisburg, PA)

Position Description: Research and writing of various assignments received in chambers, preparation of case summaries, and observation of courtroom proceedings.

Court of Common Pleas, 12th Judicial District of Pennsylvania - Hon. Richard Lewis (Harrisburg, PA)

Position Description: One judicial internship is available each semester, including summer.

Judge Lewis handles a variety of criminal, civil, equity and family law matters from pretrial motions through trial, sentencing and appeal. Judge Lewis occasionally sits in juvenile court as well. Students will have the opportunity to attend trials, hearings, sentencing, miscellaneous court and a variety of other proceedings both at the county courthouse and the Dauphin County Prison. Students will sit in on conferences in the judge's chambers in a multitude of matter, ranging from status conferences to arguments on motions such as preliminary objections and summary judgments. Students will conduct research, write draft opinions and memoranda, and assist the judge and the judge's clerk as needed.

To apply, please provide a cover letter, resume and writing sample. Interviews will be held in judge's chambers.

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Court of Common Pleas, 12th Judicial District of Pennsylvania - Hon. Richard Lewis (Harrisburg, PA)

Position Description:

Dauphin County District Attorney's Office (Harrisburg, PA)

Position Description: Students in this clinic have the opportunity for trial and other courtroom experience in adult and juvenile court. This office requires students to have completed the Evidence course before they are allowed to appear in court with the supervision of Assistant District Attorneys. Students also have the opportunity to gain experience in the area of juvenile law.

To apply please submit a cover letter and resume.

Dauphin County Public Defender's Office (Harrisburg, PA)

Position Description: Three to four students are sought for positions with the Dauphin County Public Defender's Office in Harrisburg.

Students will frequently work outside the office assisting with trials and, in limited circumstances, representing clients at trial. Researching issues, and appearing in court after certification. This office offers the opportunity for significant courtroom experience, including trials. Writing assignments are not the primary focus of this placement. To get the most from this placement, students must be self-starters, assertive and able to work independently in a busy atmosphere.

Students who are interested in representing juveniles may be assigned to the juvenile division and assist in representing juveniles before Hearing Examiners and the Juvenile Court Judge.

To apply please provide a cover letter, resume and a writing sample

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Penn State Milton S. Hershey Medical Center (Hershey, PA)

Position Description: Legal research, drafting memos, preparation of drafts of agreement from templates, conducting interviews, participating in meetings, assist in revising policies and procedures.

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Pennsylvania Legal Services - Community Justice Project (Harrisburg, PA)

Position Description: This office primarily handles class action litigation, policy advocacy and lobbying, and encourages students to work together in teams on their projects. Students working under the supervision of staff attorneys are involved in research and writing, court monitoring projects and legal challenges to government programs or regulations. As a part of these projects, students will interview and consult with community members and experts. Students also work on individual cases and represent individual clients. An interest in public interest law is preferred.

To apply please provide a cover letter, resume and writing sample.

Pennsylvania Senate Judiciary Committee -- Majority (Harrisburg, PA)

Position Description: Students are sought for positions with the Senate Judiciary Committee. The office is located in Pennsylvania's Capitol Building in Harrisburg.

The members of the judiciary committee staff serve as members of the chair's personal staff and they are located in his office. The student will assist the chair and the committee staff with legal research and writing and bill drafting. The student should have an opportunity to develop public policy, draft a bill representing that policy, and shepherd the bill through the legislative process. The student may help plan public hearings and should have opportunities to attend legislative hearings and committee meetings. The student may represent the chair at meetings and should have opportunities to participate in negotiations regarding bills. To the extent possible, the student will be treated as a member of the chair's staff and will be given the same type of work assignments as other members of the chair's staff with an emphasis on legal issues. The judiciary

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committee focuses on issues and legislation relating to the courts, crime and corrections, family law, probate law and other legal issues. As a member of the chair's personal staff, there may be opportunities to work on other issues, for example, consumer protection, appropriations, and banking and insurance, because Senator Greenleaf serves on those committees.

Student should arrange to spend at least part of their weekly hours in the office on session days (Mon, Tues. & Wed.)

To apply please submit a cover letter, resume, transcript and writing sample.

Pennsylvania Utility Law Project (Harrisburg, PA)

Position Description: The Pennsylvania Utility Law Project (PULP) is a specialized statewide project within the Pennsylvania Legal Services network. PULP provides free legal representation in civil legal matters to eligible low-income individuals. PULP is a project of the non-profit corporation, Regional Housing Legal Services.

PULP provides support, technical assistance, training, consolation and co-counseling to legal service program staff and clients in utility and energy related matters. The general subject areas in which assistance is most frequently requested includes energy assistance, utility low-income customer assistance programs, low-income conservation and weatherization services, utility billing, collection and termination procedures, municipal utilities, telephone services, and electric and gas restructuring. PULP focuses less on individual case representation, and instead focuses on state-wide support services and broad scope advocacy.

The student will be expected to participate in and contribute to activities undertaken on behalf of low-income utility consumers. The student will be expected to conduct research on matters relating to utility and energy law affecting low-income individuals, prepare legal memos and position papers. The student also will be expected to prepare informational memos and materials for circulation to other legal services programs, community agencies, and low income individuals.

The student will attend meetings, hearings and presentations conducted by administrative agencies such as the Pennsylvania Public Utility Commission, the Department of Public Welfare, and the Department of Community and Economic Development.

To apply please submit a cover letter and resume.

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Pennsylvania Board of Probation and Parole (Harrisburg, PA)

Position Description: Please provide a description of the agency (for example, how the agency is structured, what is the source of funding, etc.)

The Board of Probation and Parole is an independent agency of the Commonwealth of Pennsylvania, which by statute has the authority to parole and reparole and commit and recommit for violations of parole, offenders sentenced to a maximum of two or more years. The Board also supervises the offender if released on parole. The Board is further charged with the responsibility to supervise cases sentenced to less than two years when directed to do so by the courts. The Office of Chief Counsel serves as the legal advisor to the Board.

Please describe the type of work the student will perform at the field placement office.

The student will engage in work ranging from preparing responsive pleadings (including, but not limited to, answers to complaints, document requests, position statements, motions to dismiss), legal research and writing assignments, long-term projects, and any other relevant assignments. They may attend court proceedings and hearings along with the attorneys in the office. In addition, students may have the opportunity to participate in a proceeding if one is available and certified for court practice.

Please describe the office space that the student will occupy (include computer access, phone access, etc.)

The student will have their own private workspace, with a computer, internet access, and telephone. The student will have full access to all office equipment and materials, including fax machine, printers and copy machines.

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U.S. Attorney, Middle District of Pennsylvania (Harrisburg, PA)

Position Description: Four students are sought for positions in the Office of the United States Attorney in Harrisburg. As a branch of the Justice Department, the U.S. Attorney's Office for the Middle District of Pennsylvania prosecutes violations of federal criminal statutes. Assistant United States Attorneys in the criminal division routinely work with agents of the FBI, ATF, Secret Service, IRS, DEA, etc. Assistant U.S. Attorneys in the civil division also litigate issues arising under such statutes as the Bankruptcy Code, the Federal Tort Claims Act and the False Claims Act. Legal interns are regularly asked to research and write memoranda of law. They are exposed to all stages of a prosecution except for grand jury matters, which are confidential. This includes, but is not limited to, responding to or drafting pretrial motions, conducting discovery, drafting jury instructions, responding to post-trial motions and drafting appellate court briefs on criminal issues, habeas corpus and civil rights actions. On the civil side, interns are asked to research such varied issues as damages, statutes of limitations and federal "common" law, as well as the interplay of federal and state statutes. Other topics might include discovery, habeas corpus and prison litigation issues. Additionally, interns may attend and observe various court proceedings such as detention and suppression hearings, arraignments, jury selections, trials and sentencing. When appropriate, interns may attend plea negotiations and post-indictment and trial preparation strategy sessions. Students are not permitted to conduct criminal proceedings in federal court, but have the opportunity to observe the wide variety of cases pending in federal court, and to assist AUSAs. In civil matters, interns may have the opportunity to appear and handle cases in U.S. Bankruptcy Court. Interns also will have the opportunity to observe other civil court proceedings and assist in conducting discovery.

Please provide a (1) resume, (2) transcript, (3) short writing sample (10 pages or less; no law review articles), and (4) a brief statement expressing reasons for wanting an internship with the U.S. Attorney Clinic. Students should have taken or be taking evidence. Excellent research and writing skills are required for this placement. A two-semester commitment is required, unless otherwise noted.