

**SUFFOLK UNIVERSITY LAW
SCHOOL CLINICAL &
EXPERIENTIAL PROGRAMS**

*2024-2025 PROGRAM AND
REGISTRATION INFORMATION
FOR IN- HOUSE CLINICS &
PROSECUTORS PROGRAM*

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INTRODUCTION TO CLINICAL & EXPERIENTIAL PROGRAMS

Suffolk University Law School offers students a growing number of experiential opportunities designed to immerse students in the practice of law, including in-house clinics, domestic and international externships, and other innovative experiential programs. All JD students are [required](#) to complete a minimum of six credits of upper-level experiential course work. This packet touches on the full range of experiential offerings but focuses on our In-House Clinics and Prosecutors Program as well as the Clinical Common Application utilized for those programs. *Through separate application processes not discussed in this packet*, students may choose from additional experiential opportunities, including our [Domestic Externship Program](#), [International Externship Program](#) and the [Accelerator to Practice Program](#). Students may also register for a variety of [simulation and lab courses](#) that fulfill the experiential learning requirement.

In-House Clinics: Our nationally ranked Clinical Programs are the flagship component of our experiential offerings, immersing students in practice and offering students opportunities to learn about the practice of law while providing essential services to populations traditionally underserved by the legal profession. Clinic student attorneys become members of Suffolk’s in-house law firms for a full academic year. Students benefit from the instruction of faculty members who are themselves dedicated and experienced legal practitioners. For many, participation in a clinic is the turning point in their education when they realize what it means to represent people who need their help and to serve in the public interest.

Students in most of the **in-house clinics and the Prosecutors Program** are also certified to practice law under Supreme Judicial Court Rule 3:03, which allows them to represent indigent clients and the Commonwealth without compensation in both civil and criminal cases. Clinics enable tomorrow’s legal professionals to acquire—and practice—the skills and knowledge they need to serve clients and the public in a productive, responsible, and successful way.

Our in-house clinics vary widely in subject matter. Students can choose to apply to a clinic that specializes in criminal, civil, administrative, or policy work. Each student interested in an in-house clinical experience or the Prosecutors Program will complete the **Clinical Common Application** (available online) and will be asked to list their first choice and an alternate placement. As noted above, students must complete *separate applications* for other experiential opportunities, including international and domestic externships, international and domestic Semester in Practice, and the Accelerator to Practice Program. Students must independently register for simulations or “lab” courses connected to doctrinal courses through ordinary course registration.

The following Experiential Programs are offered for the 2024-25 academic year and summer:

In-House Clinics & Prosecutors (Clinical Common Application, Described in this Packet)

Environmental Law & Policy Clinic
Family Advocacy Clinic
Health Law Clinic
Human Rights and Indigenous Peoples Clinic
Immigrant Justice Clinic
Innocence Clinic (part-time clinic)
Intellectual Property & Entrepreneurship
Juvenile Defenders Clinic
Legal Innovation & Tech Clinic (remote and part-time)
Suffolk Defenders (adult criminal defense)
Suffolk Prosecutors Program
Transactional Clinic

***Other Experiential Programs, Labs, and Simulation Courses** (Separate Application/Registration Processes)

Accelerator to Practice Program (students apply 1L year or 2L year separately; or if space permits, students can apply through the Common Application)

Human Rights Project (no application, students can register)

Law and Psychology Lab (no application, students can register)

Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project (no application, students can register)

Urban Mechanics: Boston Practicum (no application, students can register)

Wide range of simulation courses listed [online here](#) under the *Experiential Learning Section* (no application, students can register). *Offerings vary year to year, so please check with Academic Services.

***Domestic and International Externships** (Semester & Summer Placements – Separate Application Processes and not included in this Packet)

Domestic Externship Program

Semester in Practice Program (Domestic)

Semester in Practice Program (International)

International Externships (including Galway, Ireland)

*Placements may be remote.

To obtain information on any of the in-house Clinics and Prosecutors Program listed above, please carefully review this packet, which contains all necessary information and Clinical Common Application materials.

Who do I contact if I am interested in an experiential program not covered in this packet?

Students can explore online the [International Externships](#), [Domestic Externships](#) and the [Accelerator to Practice Program](#). Students interested in learning about and/or applying for the **Domestic Externships** should contact Mary Sawicki (msawicki@suffolk.edu). Those interested in **International Externships** should contact Mary Sawicki (msawicki@suffolk.edu). Students interested in the **Accelerator to Practice Program** should contact James Matthews (jwmatthews@suffolk.edu).

IMPORTANT DATES FOR IN-HOUSE CLINICS & PROSECUTORS PROGRAM 2024-25

** Application deadlines and processes for our other experiential programs such as the Accelerator to Practice Program, Semester-in-Practice and Domestic and International Externships vary. Please see materials for those programs, as they become available.

- Thursday, January 25** *In-House Clinic & Prosecutors Universal Applications Available.* Applications for 2024-25 become available on the Clinical Law School website. Students are encouraged to **apply early!**
- Thursday, February 8 (In person)**
Friday, February 9 (Zoom) *Experiential Information Sessions.* Clinical faculty and students will be available to answer questions and offer information about Clinical Programs & Externships: **In-person on 2/8/2024 from 2:00-4:00 in the First Floor Function Room AND 2/9/2024 from 3:00-4:30 on Zoom**
- Thursday, February 22** *Clinic Universal Application Deadline.* Students must submit applications online **before 5:00PM**. The online application will close precisely at 5:00 PM. Any applications that are started but not successfully completed before that time will not be accepted in the system. Students who do not successfully complete their applications prior to the deadline may have an opportunity to apply only if applications are reopened, which is rare. Emailed, faxed, and/or hard copy applications will not be accepted. **Students are strongly advised NOT TO WAIT to submit their applications close to the deadline**, as they are responsible for resolving any technical glitches and timely submitting their applications.
- Weeks of February 26 and/or March 4** *Optional Interviews.* Please note that interviews are at the individual professors' discretion. You will be contacted by the professor directly if s/he wishes to conduct an interview.
- Week of March 11** *Results of the Selection Process Emailed to Applicants.* Please wait to receive an email from Clinical Programs. **No information regarding application status will be given over the phone or in person.**
- Monday, March 25** *Deadline to Accept Program Offers.* Students accepted to a clinical program/ Prosecutors must notify the director of their program **in writing** that they accept the offer by **5:00PM**. **Students who do not expressly accept their offer by this date will lose their slots.**
- TBD** *Law School Registration for Fall 2024 begins.* Students must register for the clinic casework and seminar. Check with Academic Services for fall registration dates.
- Friday, May 31** *Last Day to Withdraw from an In-House Clinic/ Prosecutors Program.* Students must notify the faculty director of their clinic **and** Clinical Programs Program Manager Joan Luke (jluke@suffolk.edu) **in writing** of their intent to withdraw from a clinic and the reason for the withdrawal. Students may not be permitted to withdraw after May 31, barring exceptional circumstances. **Please read the Clinical Programs Withdrawal and Removal Policies.**
- TBD week before classes** *Clinic Orientation.* All students accepted to an in-house clinic or the Prosecutors Program must attend this clinic-wide orientation. **Clinic orientation is mandatory and held prior to the start of classes.** Please note that individual clinics may have additional orientation or "boot camp" requirements.

IN-HOUSE CLINIC & PROSECUTORS PROGRAM DESCRIPTIONS

Environmental Law & Policy Clinic: The Environmental Law and Policy Clinic (ELPC) provides students the opportunity to work on a diverse range of environmental and energy casework. Students interact with engineers, scientists, and other experts on contamination clean-ups, policymaking, regulatory compliance, environmental justice and citizen enforcement matters.

Through drafting of comment letters and whitepapers, analyzing policy and advising legislators, and preparing materials for administrative proceedings, students get into the weeds of creating, implementing, and challenging laws.

Student casework in the ELPC's inaugural year included management of contaminated soil at urban sites, regulation of water and sewerage, solid waste disposal, resiliency of agriculture, renewable energy, and the effects of climate change.

The case work in the ELPC requires a minimum of 13 hours per week outside of class and supervision meetings. Depending on the needs of clients, students may have client meetings, events, or work in the evenings and on weekends.

Students also participate in a 2-credit weekly seminar covering substantive environmental and energy law and lawyering skills. Students learn from and network with attorneys from state and federal agencies, advocacy organizations, lobbying firms, the state legislature, and private practice. Through this experience, students build their network in the Boston-area and learn of potential career paths in this field.

A student must have successfully completed or be concurrently enrolled in Evidence in order to qualify for certification under Supreme Judicial Court's Student Practice Rule 3:03. We recommend that students take Environmental Law Survey and/or Administrative Law prior to applying for the ELPC.

If you have any questions, please contact Visiting Assistant Clinical Professor [Robert Cox](mailto:robert.cox@suffolk.edu) (robert.cox@suffolk.edu) and Practitioner-in-Residence [Cara Libman](mailto:clibman@suffolk.edu) (clibman@suffolk.edu).

Family Advocacy Clinic (FAC): This is a full-year clinic offered for 10 credits (5 credits/semester). Students receive separate letter grades at the end of the year for the clinic work and seminar. The clinic is open to day and evening students, including HJD students in their last two (2) years of law school, and Accelerated JD students in their last year.

Case types: FAC student attorneys will be certified to practice law under SJC Rule 3:03 and will represent individuals in contested family law matters in Suffolk, Middlesex and Essex Probate and Family Court. The type of family law cases include divorce, paternity, custody, visitation/parenting time, child support, and abuse prevention. In addition, student attorneys may represent clients obtaining restraining order and harassment orders in local district courts in and around Boston. Student attorneys are expected to perform all tasks necessary to the representation of their clients from initial interviews to trial. We prioritize clients suffering from the consequences of domestic violence and sexual assault. The FAC works in collaboration with several domestic violence social service agencies, including HarborCOV (located in Chelsea, MA) and the Women's Bar Association.

Weekly seminar: the FAC includes a two-hour per week seminar and will cover preparation for direct client representation, focusing on family law practice rules and norms. Student attorneys also will work on developing effective lawyering skills such as interviewing, counseling, case theory development, negotiation, oral advocacy, and applying ethical rules to families in crisis. In addition, student attorneys will engage in critical reflection of

their performance and explore individual professional identity. One of the FAC's main goals is for student attorneys to learn and develop insight into the process of lawyering, using family and poverty law as a paradigm for learning. Journals encouraging self-reflection will be required starting in October.

Time commitment: FAC obligations cannot be confined to particular days and must be met as needed depending on the needs of individual cases. Student attorneys will be expected to work on average 13 hours/week on clinic-related work (not including the weekly seminars).

Pre/co-requisites and language ability: students must have completed or be concurrently enrolled in Family Law and Evidence. Students are strongly advised to take a Trial Practice course as trial skills are extremely helpful in the FAC. **Spanish-speaking students are encouraged to apply and fluency in languages other than English is preferred.**

In addition to the clinic-wide, one-day orientation in August, FAC students must also be available for an FAC orientation in September—date and time TBD.

If you have any questions, please contact Professor Maritza Karmely at mkarmely@suffolk.edu.

Health Law Clinic: This will be a full-year, full-time clinic offered for 10 credits (5 credits/semester). Students will receive separate letter grades at the end of the year for the clinic work and seminar. The clinic will be open to both day and evening students, including HJD students, in their last two (2) years of law school and Accelerated JD students in their last year.

Students in the Health Law Clinic have traditionally represented low-income individuals with mental and physical disabilities and/or their family members in both litigation and administrative matters such as adult guardianship cases in the Probate & Family Court, alternatives to guardianships like Supported Decision-Making Agreements, appeals of denials of claims for disability benefits before the Social Security Administration, appeals of denials of Personal Care Attendant hours or Durable Medical Equipment before the MassHealth Board of Hearings, and denials of claims for public and private health insurance coverage of needed care. This coming year, the docket of the Health Law Clinic will change as we hire and onboard a new clinician. Nevertheless, we anticipate that students will be involved in some client work, as in years past. In addition, we anticipate the Health Law Clinic will incorporate more work within the medical-legal partnership (MLP) model, in which student attorneys would work alongside healthcare providers to address the root causes of adverse health outcomes and systemic health disparities. Potential MLP projects and matters may include: providing advice and counsel to healthcare teams about their patients' legal needs, drafting legal ethics memos to help MLP's navigate complex business and client relationships, conducting research and drafting written testimony or comments on proposed healthcare regulations and legislation, and drafting amicus briefs in support of health-related appellate cases. In casework and MLP work, students will work both individually and in teams. Students will have the support of clinical faculty but are expected to serve as lead attorneys and take initiative and responsibility for their cases and projects. ***Students enrolling in the Health Law Clinic for the 2024-25 academic year should be aware that the design and docket of the clinic may differ from years past and will take shape after the clinical application process.***

Regardless of the precise design of the Clinic, students will have an opportunity to develop fundamental lawyering skills, closely examine legal ethics in the context of health law practice, as well as explore their professional identities. We anticipate students will hone skills in areas such as client interviewing and counseling, cross cultural competency, legal problem solving, drafting, legal research, prioritization of legal needs, legislative advocacy, and oral and written persuasion. Students will also gain substantive legal knowledge in the relevant

areas of health law, including potentially adult guardianship law, benefits law, health privacy and health insurance law.

We will approach our work through a health equity and access to justice lens, with a focus on how legal needs impact individual and population health. We will also approach our cases through a disability rights lens and explore intersectional impacts of poverty, race, and other identities on the social determinants of health (SDOH).

The clinic will be appropriate for students interested in a range of practice areas, but it may be of particular interest to students who wish to pursue careers within the health law field. Past graduates of the Health Law Clinic have gone on to practice health law in large and small firms; work as in-house counsel for insurers, hospitals, and nursing homes; work in leading health policy organizations; work in compliance and data privacy; work for biotech firms; as well as for non-profit legal services organizations and State and Federal government agencies. Graduates also have successfully pursued completely different career paths, including criminal prosecution and defense, family law, corporate law, and many other careers.

Students enrolled in the clinic are required to attend a weekly seminar covering the relevant substantive areas of health-law, disability rights, the social determinants of health (SDOH), lawyering skills, and ethical issues that arise in practice. In addition to the seminar, students are required to attend weekly supervision meetings and to write journal entries critically reflecting on their experiences in the clinic and seminar. Students are required to spend at least 13 hours per week engaged in clinic work – in addition to the time required for the seminar, journal entries, and supervision. Preference will be given to students entering their last year of law school and those who have taken courses in the Health Law Concentration (although those courses are not required). Students must have completed or be currently enrolled in Professional Responsibility. Spanish language skills are also valued. If you have any questions, please contact Clinical Fellow Kate Gannon (she/her) at Kate.Gannon@suffolk.edu or Associate Dean Sarah Boonin (sboonin@suffolk.edu).

Human Rights and Indigenous Peoples Clinic: This is a year-long clinic offered for 10 credits. Students will receive separate letter grades at the end of the academic year for their clinic work and seminar. The clinic is open to day, evening students in their last two (2) years of law school, Accelerated JD students in their last year, and LLM students who would be able to enroll for the full academic year. The clinic advocates before international human rights bodies, such as the United Nations (U.N.) or the Inter-American human rights system, on behalf of tribes, indigenous communities and indigenous non-profit organizations. Currently, the clinic has cases before the U.N. Committee on the Elimination of Racial Discrimination, U.N. Special Rapporteur on the Rights of Indigenous Peoples and the Inter-American Court of Human Rights. Students working on these cases will work directly with the client and partner NGOs to develop a legal strategy and research and draft communications to these human rights bodies.

The clinic also provides legal services to Native American tribal governments and communities located primarily in the New England region. When working with tribal governments, the types of projects on which students may work are drafting tribal laws, drafting amendments to tribal court rules and developing new tribal court systems, such as a healing to wellness court or a juvenile court. Additionally, the clinic engages in policy and/or lobbying efforts in the Commonwealth on a range of issues important to Massachusetts' indigenous peoples such as mascots and recognition of government to government relationship.

In addition to working on their projects and/or cases, students attend a two-hour weekly seminar focused on lawyering skills but also:

- Explores the unique aspects of representing tribal governments, governments generally and NGOs;
- Discusses how to advocate before international and regional human rights mechanisms;
- Covers the fundamental principles of federal Indian law as well some advance topics such as tribal court

- jurisdiction and practice and the New England Indian settlement acts, and
- Examines international human rights law as it applies to indigenous peoples.

Through their experience, students will gain transferable lawyering skills such as interviewing, legal strategizing, drafting, resolving ethical issues that arise, and counseling. For students interested in a career in government or non-profit organizations, the Clinic provides a unique opportunity to learn and experience what that type of work may entail. Students will be asked to critically reflect on their performance in clinic and seminar as an integral part of the learning experience. Although not a requirement, students who have completed the Federal Indian law class or a class on human rights will be given preference. Students must have completed or be currently enrolled in Evidence. Please contact Nicole Friederichs (she/her), Practitioner-in-Residence at nfriederichs@suffolk.edu with any questions.

Immigrant Justice Clinic: The Immigration Law Clinic has changed its name to the Immigrant Justice Clinic to reflect the understanding that the community is best served when lawyers help empower marginalized individuals and groups to advocate for themselves. This is a full-year clinic offered for 10 credits (5 credits/semester) and students will receive separate letter grades at the end of the year for the clinic work and seminar. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year.

Consistent with the concept of immigrant justice, the work that students will perform helps to enforce hard won rights gained by immigrants' rights organizing such as access to work authorization, driver's licenses, or in-state tuition. The Clinic will also help groups translate a complex system of laws and procedures into guides, videos and other materials directed at a lay audience. Each student/team of students will work on an existing individual representation case and an existing or new project. Students may also be asked to participate in large-scale application clinics that help a number of people apply for benefits at the same time.

The clinic includes a two-hour per week seminar. The class will focus on building students' skills in client/community relationship building, collaboration, oral and written advocacy and presentations. The class will also provide students with background on various community organizations including their histories, theories of change and current work. Finally, the class will provide students with an understanding of the ways in which immigration laws impact communities on the ground. In the supervision meetings that occur outside of class, students will be given a guided path towards completing their case or project. Primarily in these meetings but also in class, students will be given an opportunity to engage in critical reflection of their performance, explore the ethical implications of their work, and develop an individual professional identity.

Time commitment: The seminar for the clinic takes place on Wednesdays, 4-6pm. Each student will also need to set aside an hour a week for supervision with the clinic professor, days and times to be determined. The professional work in the Immigration Clinic requires **a minimum of 13 hours per week** outside of class and supervision meetings. This does require daytime hours as court and client meetings typically occur between 9:00am-6:00pm. Please speak with Professor Shah if you have questions about the time commitment. In the fall semester, there will be one all-day boot camp to introduce students to key legal concepts that you will use throughout the year. Date and time for the boot camp to be determined.

Pre/co-requisites and Language Ability: Students **must** have completed or be currently enrolled in Immigration Law and Evidence. Preference for students who have taken or are currently enrolled in Criminal Procedure. Fluency in relevant languages other than English (particularly Spanish and Portuguese) is preferred.

Grading: Students are evaluated mid-year to assess progress and set goals. Students will receive separate letter grades at the end of the year for the seminar portion of the clinic and for the casework. If you have any questions, contact **Professor Ragini Shah**.

Innocence Clinic: This is a part-time, year-long clinic offered for only **6 credits per year**. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Student will receive 3 credits for the clinical seminar component and 3 credits for the experiential case work component. The clinical seminar will meet 2 hours weekly and will include instruction in the relevant substantive law, fundamental lawyering skills and reflective learning. Some portion of the clinical seminar will also be devoted to student supervision and case rounds.

Students will be expected to devote a minimum of 6 ½ hours per week to the casework component, corresponding to 3 graded credits per year. Students will work closely with staff and attorneys at the New England Innocence Project (housed at Suffolk University Law School) and with other attorneys handling wrongful conviction matters in the Commonwealth. Students will work under the direct supervision of an Adjunct faculty member. Students will investigate potential cases of wrongful convictions and will report on their investigation findings. Students will have a unique opportunity to learn about all aspects of wrongful convictions and the broader criminal justice system. They will research and investigate cases involving mistaken identity, DNA evidence, forensic science, use of jailhouse informants, ineffective assistance of counsel, and many other issues. Students will have opportunity to develop fact investigation skills, oral and written advocacy skills, client interviewing and counseling skills, and other fundamental lawyering skills. Students in this clinic will also learn valuable and transferrable skills such as motion practice, negotiation, fact investigation, trial and appellate practice, and how to address ethical issues that arise in practice.

Prerequisites: Students must have earned a satisfactory grade in Evidence prior to enrolling in this course. Additional prerequisites are: Criminal Procedure and Trial Advocacy. Concurrent enrollment of these prerequisites is option for Accelerated JD students only. Students are required to be certified to practice in Massachusetts via Rule 3:03. Students will also be required to attend the full-day clinical programs orientation in August. Please contact Michelle Menken with questions Michelle.Menken@suffolk.edu

Intellectual Property & Entrepreneurship Clinic (IPEC): This is a full-year clinic offered for 10 credits (5 credits/semester). Students will receive separate letter grades at the end of the year for the seminar and the casework. The clinic is open to day and evening students in their last two years of law school and Accelerated JD students in their last year.

The IPEC provides student attorneys the opportunity to counsel clients on an extensive range of intellectual property issues, including patent (utility and design), trademark, copyright, and trade secret law. Students also counsel entrepreneurs and start-up companies on business law matters, such as formation, contract law, and IP strategy. Clinic students take primary responsibility for all client matters, under the close supervision of experienced practitioners.

IPEC Students can expect to gain hands-on experience in conducting client interviews, performing legal research, drafting transactional documents, and interacting with the United States Patent and Trademark Office (“USPTO”) and the United States Copyright Office. Specific skills may include counseling clients on strategies for identifying and safeguarding protectable information, contract drafting, including IP license agreements; patent and trademark searching, clearing, application drafting, filing, and prosecution; copyright registration; legislative and administrative advocacy; drafting documents for the formation of business entities; and litigation of small claims

before the newly created Copyright Claims Board.

Typical IPEC clients may include artists, authors, designers, fashion designers, filmmakers, engineers and musicians who want to protect their creative efforts; entrepreneurs and small businesses seeking to build and protect their brands; entrepreneurs, and nonprofit organizations with trademark, copyright, trade secret, incorporation, contracting, and licensing needs; and individuals and businesses hoping to acquire or assign intellectual property rights.

All IPEC students are required to attend a two-hour seminar each week. This seminar focuses on substantive intellectual property law topics and legal ethics, as well as lawyering skills such as legal problem solving, client interviewing, counseling, legal writing and client communication skills. Students are also required to meet weekly with the clinic director outside of the seminar. The students will receive feedback on all documents and on all client counseling sessions. The director may accompany students to various client meetings. Each student will also submit reflection papers over the course of the year to help facilitate student learning and critical reflection.

Students accepted into IPEC must attend the clinic-wide, one-day Orientation in August. During the academic year, students will be responsible for accommodating administrative agency due dates and deadlines, as well as the needs of their clients. Therefore, students may have to work their cases during the exam period and/or during school vacations with supervision.

Perquisites: Preference may be given to students that have completed Evidence and USPTO Trademark Practice class or one of the following four (4) courses: IP Survey, Trademark Law, and/or Copyright Law. Concurrent enrollment may be considered for Accelerated JD students. If you have any questions, contact Rachel Dickson, Visiting Assistant Clinical Professor (Rachel.Dickson@suffolk.edu).

Juvenile Defenders Clinic: This is a full-year law clinic offered for 10 credits (5 credits/semester) and students will receive separate letter grades at the end of the year for the clinic work and seminar. The clinic is open to day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. Students in the Juvenile Defender Clinic (JDC) will advise and directly represent children charged with delinquency offenses in the Boston Juvenile Court. Students will handle all aspects of delinquency cases from arraignment through trial.

Students in this clinic will learn a wide range of lawyering skills, with a heavy focus on developing and maintaining a professional relationship with adolescent clients and their families. Students will develop a variety of litigation skills, including interviewing clients and witnesses, conducting full investigations, motion and discovery practice, and plea negotiating. Additionally, students will appear on the record in court and may represent clients in bail hearings, pre-trial suppression hearings, probation revocation hearings, and jury and bench trials. Students will be supervised in their casework by Attorney Vanessa Hernandez.

All JDC students are required to attend a weekly two-hour seminar. The seminar will focus on substantive law topics related to juvenile and criminal justice, challenges related to multiple aspects of juvenile representation, including issues related to age, gender, race, poverty, and mental health. Students will also be asked to participate in case rounds sessions during some portions of the classroom seminar. Students will be assigned “class clients” and will learn interviewing, litigation, writing, oral advocacy, and client counseling skills during the seminar. Students are also required to meet at least one hour per week with Attorney Hernandez and will submit reflective journals throughout the course of the year.

Students must be available from 8:30 a.m. - 4:00 p.m. on Tuesdays for court appearances. On occasion, students will be required to appear in court on other days of the week. Additionally, at least 13 hours a week in clinic work outside of the seminar is required.

Completion of Evidence with a satisfactory grade is the only prerequisite course. Concurrent enrollment in Evidence is option for Accelerated JD students only. The completion of Criminal Procedure, Trial Practice, and Children and the Law are recommended, but not necessary. All inquiries should be directed to Pon Nokham, Visiting Practitioner in Residence cnokham@suffolk.edu

Legal Innovation & Technology (LIT): There are **2 options** for students interested in **Legal Innovation and Technology**. If you are interested in legal tech, please see the descriptions of both the LIT *Clinic* and the LIT *Fellowship* below.

LIT Clinic (REMOTE CLINIC, PART-TIME): This is a **part-time, year-long clinic** offered for **6 credits per year**. The clinic is open to Day, Evening, and Hybrid JD students in their last two (2) years of law school and Accelerated JD students in their last year. Students will receive 3 credits for the clinical seminar component and 3 credits for the experiential component.

Students do NOT need prior legal tech or innovation experience. The clinical seminar will meet remotely 2 hours a week on Thursdays from 2pm to 4pm and will include instruction in the relevant technical and professional skills. Some portion of the clinical seminar will also be devoted to student supervision and rounds. Students will be expected to devote a *minimum* of 6 ½ hours per week to the experiential component, corresponding to 3 graded credits per year.

Projects change from year to year based on Client needs. The Clinic looks to solve existing problems in new ways, using either technology or process improvement. For example, students have helped construct online guided interviews to help self-represented litigants (SRL) navigate the complexity of court processes. This included conducting research, interfacing with subject matter experts, and preparing guided interviews for the creation of forms.

In at least one instance, a student-created tool was used to stop a physical eviction in process. The constable was at the door and property was being removed from their home. The SRL filed a stay for the eviction from their home with our tools and it was granted, causing their property to be returned to their home.

The Lab tends to work with government and non-profit clients such as the MA Appeals Court, the Committee for Public Counsel Service (MA's public defenders), the Suffolk County DA's office, and various civil legal aid agencies in states other than Massachusetts.

Unlike the LIT Fellows, members of the LIT Clinic do NOT have to take a legal tech and innovation course in addition to their Clinic Seminar. More information can be found on the LIT Lab's [website](#).

***LIT Fellowship:** This is not a separate Clinic. Rather, select members of the Human Rights & Indigenous Peoples and Prosecutors Program with an interest in LIT work may be chosen to serve as a Fellow. Fellows have a reduced case load for traditional cases so they may devote 2 credits of their clinical work to LIT meetings and projects. Fellows will be required to meet as a group remotely 1 hour a week on Thursdays from 2pm-3pm.

Students do NOT need prior legal tech or innovation experience. They will co-enroll in a one-semester legal tech and innovation course in addition to their Clinic Seminar, either: (1) Coding the Law: (2) Decision Making

Management; or (3) Twenty-First Century Legal Profession. Students who have previously taken one of these courses do NOT need to co-enroll in such a course.

Students will work directly with Practitioner in Residence and Directors of the Legal Innovation and Tech Lab (LIT Lab), David Colarusso and Quinten Steenhuis. Projects change from year to year based on Clinic needs. They look to solve existing problems in new ways, using either technology or process improvement. As such they may improve the operation of their Clinic or improve access to justice for their client population.

This program is a terrific option for students who want to do a traditional legal services clinic, but who also wish to acquire a unique and marketable set of legal tech skills. Students interested in being selected as LIT Fellows should complete the Clinical Common Application, including designating their first and second choice clinics and noting their interest in a LIT Fellowship. Those interested in a LIT Fellowship will certify that they have completed or will complete the necessary additional pre-/co- requisite. Interested students must also answer an additional essay question as part of the Clinical Common Application. For more information, please see the LIT Lab's [website](#). Questions? Feel free to reach out to LIT Directors [David Colarusso](#) and [Quinten Steenhuis](#)

Prosecutors Program: The Prosecutors Program gives students the opportunity prosecute cases for a District Attorney's Office in a district or municipal court in the Commonwealth of Massachusetts. Students perform all the tasks of an Assistant District Attorney and bear the responsibilities of representing the government in criminal proceedings.

These tasks may include:

- Arraignments and first appearance hearings
- Pretrial conferences
- Plea negotiations and hearings
- Interviewing and preparing witnesses
- Pretrial motions (including motions to suppress and dismiss)
- Bench and jury trials
- Sentencing hearings
- Post-conviction motions

A student prosecutor's responsibilities include:

- Complying with stringent ethical rules, including those particular to prosecutors (See Mass. R. Prof. R. 3.8)
- Diligently procuring and expediently providing discovery
- Thoroughly investigating cases
- Using known facts to screen for probable cause and appropriate charge(s)
- Conducting in-depth legal research
- Writing motions, oppositions to motions, informative memoranda
- Preparing for motion hearings and trials
- Formulating sentencing recommendations
- (and more)

In addition to in court work, students will learn about the procedures and law they will use to perform their work through weekly classes, where Associate Professor Christina Miller works with students to not only teach substantive rules and procedures, but also provides experiential learning opportunities through mock exercises, written assignments, and in-class group work. The classroom discussions, exercises, and simulations focus on criminal procedure, courtroom advocacy, prosecutorial ethics, case preparation, and the exercise of discretion by prosecutors. Students use reflective and skill development journals and case assessment assignments to further their

experiential learning.

Students are in court one full day per week in the fall semester and two full days per week in the spring semester. The in-court time is in addition to time required for class preparation and assignments. Classes are held on Wednesday. A student may not work in court on that day. Students are also expected to attend two full-day orientations. The All-Clinic Orientation occurring in August (before the first day of classes) and a Prosecutor Program Orientation occurring on a Saturday in September.

Credits & Grades: The Prosecutors Program is offered for 10 credits during a student's 3L year. Four of the ten credits are earned through classroom work, for which the student will receive a letter grade at the end of the year. The remaining six credits are earned through in-court work, for which the student will receive a "credit/no credit" grade.

Qualifications & Prerequisites: A student must be in their final year of school and qualify for certification pursuant to the Supreme Judicial Court's Student Practice Rule 3:03 (*see* <https://www.mass.gov/guides/student-practitioners> for more information). Evidence is a prerequisite for all students. A trial practice course or the equivalent (i.e. Trial Team or similar experience) may be given preference or students may take trial practice in the Summer or concurrently in the Fall semester. Accelerated JD students may take evidence or trial practice concurrently with the Prosecutors Program in the fall semester. Day and Evening students who represent on their application that they intend to take Trial Advocacy in the summer or concurrently with the fall semester of their third year will be considered after others who have completed all prerequisites.

Restrictions:

- (1) Students are not allowed to engage in employment where they handle criminal or juvenile defense matters during the academic year in which they are in the clinic. Students are screened for conflicts if they have any outside, legal employment.
- (2) Students are subject to a criminal background check. While it may not prohibit a student from participating, early determination of inclusion or exclusion is required. If there is anything in a student's background that would appear in a criminal background check, please speak with Associate Professor Christina Miller during the application period.

If you have any questions, please contact Associate Professor Christina Miller at cmiller3@suffolk.edu.

Suffolk Defenders: This is a year-long criminal defense practice course available to final year law students. This clinic is offered for 10 credits (5 credits/ semester) and students will receive separate letter grades at the end of the year for the seminar component and the casework component. The clinic is open to both day and evening students in their last year of law school (including Accelerated JD students). The Suffolk Defenders represent clients charged with misdemeanors and felonies in the Boston Municipal Court Central and East Boston Divisions. The Defenders provide their clients representation in all phases of the court process, including arraignment, bail hearings, suppression and discovery hearings, pretrial conferences, trials, sentencing and occasionally post-conviction hearings. The program has a classroom component and a field work component. The class, which meets two hours per week, covers the multiple aspects of criminal representation, including the role of defense counsel, establishment of the attorney- client relationship, investigation of cases, ethical issues, negotiation, and trial preparation. Students develop trial skills through role playing exercises and mock motions against students in the Prosecutors program. Class also focuses on a critique of the criminal justice system, discussion of ongoing cases and reflection on your experience in that system. The field work component involves the conscientious and thorough representation of clients. To prepare for such representation, students will, in

addition to their classes, have regular meetings with their supervisor. In these meetings, students develop theories and strategies for defending their cases. The Suffolk Defenders Program presents the motivated student with an opportunity for intense one-on-one supervision in a highly structured, real life environment.

You must be available **at least** one day per week (8:30 am until 4:30 pm), either Tuesday or Thursday for duty days. After duty days, where we pick up our cases for the first time, subsequent dates are typically Tuesday and Thursday as well. Having both days available increases our flexibility and our ability to accommodate the court's schedule. That obligation commences before the clinic starts accepting cases, beginning the first week of class. Every effort will be made to accommodate students' preferences for a Tuesday or Thursday, however, some students may have to arrange their academic schedule to accommodate their in-court day because the two "teams" need to be divided equally. On occasion, students will be required to appear in court on other days of the week, for emergencies, to accommodate the Court, for a specialty session like the Mental Health Court, and for bail appeals to the Superior Court. In addition, you will be expected to spend significant time on case preparation, client meetings, investigation and meetings with your supervisor. In addition to the clinic-wide, one-day Orientation, the students accepted to the Defenders Clinic must also be available for an intensive four to five-day "Boot Camp". Boot Camp will start either the week before classes commence, or the previous week, depending on the scheduled date of the clinic-wide orientation program and room availability. The precise dates will be provided in the spring when the clinic is chosen. During the course of the academic year, students will be responsible for accommodating the Court's calendar and the needs of their clients. Therefore, there is a high likelihood that students will have to work on their cases during the exam period and/or during school vacations, and in some instances, be available to attend court during the same timeframes.

Evidence is a prerequisite, but co-enrollment in Evidence may be permitted for Accelerated JD Students. Although neither a Trial Ad/ Trial Practice course or a class in Criminal Procedure is a prerequisite or a preference for the clinic, I would encourage applicants to try and take those course before next fall or concurrent to being in the Suffolk Defenders, if you are accepted, because the courses would be helpful in preparing you for the subject matter and for court appearances.

If you have any questions, contact Professor Chris Dearborn at cdearborn@suffolk.edu.

Transactional Clinic: This is a full-year clinic offered for 10 credits, and students will receive separate letter grades at the end of the year for the seminar (4 credits) and the clinic work (6 credits). The clinic is open to both day and evening students in their last two (2) years of law school and Accelerated JD students in their last year. The Transactional Clinic is a community economic development clinic that provides legal services to small businesses and nonprofit clients in the Greater Boston area. Students will have the opportunity to counsel clients on a range of transactional law matters, including business entity formation, nonprofit formations and applications for tax-exempt status, and contract drafting and negotiation. Students can expect to gain hands-on experience in conducting interviews, drafting transactional documents, oral advocacy, and legal research and writing. Students may also work on a range of legislative and advocacy projects that will include collaborations with, and presentations to, community organizations and lawmakers.

The types of clients in the clinic vary, but usually include worker cooperatives, community land trusts, grassroots organizations, nonprofit organizations and social entrepreneurs from immigrant communities and communities of color. The clinic is appropriate for students interested in any practice of law, but may be of particular interest to students who want to work with community-based organizational clients and/or are interested in alternative economic structures.

Time commitment: The clinic includes a two-hour per week seminar. The seminar will focus on preparation for direct client representation and discussions on community economic development theory and practice. The case work in the Transactional Clinic requires a minimum of 13 hours per week outside of class and supervision meetings. Depending on the needs of clients, students may have client meetings and presentations in the evenings and on weekends.

A student must have successfully completed or be concurrently enrolled in Evidence in order to qualify for certification under Supreme Judicial Court's Student Practice Rule 3:03. There are no other prerequisites or corequisites to the Transactional Clinic, although Business Entity Fundamentals (prior to or concurrently with the Clinic) is recommended.

Preference may be given to students fluent in relevant languages other than English (particularly Spanish, Portuguese, Haitian Creole, and Cantonese). Diverse student backgrounds and experiences are welcome, including experience in community organizing, nonprofits, small business, social enterprise, urban planning, and tax.

If you have any questions, please contact Professor Carlos Teuscher (*pronunciation: toy-shur; pronouns: he/him*) at cteuscher@suffolk.edu.

ENROLLMENT POLICIES FOR IN-HOUSE CLINICS & PROSECUTORS

Eligibility Requirements. In order to enroll in an in-house clinic or Prosecutors Program, students must meet the following minimum eligibility requirements. It is the student's responsibility to know of his/her/their eligibility before applying for a clinic and after acceptance into a clinic. Evening students, Accelerated JD students, and HJD students are welcome to apply.

WHO IS ELIGIBLE FOR IN-HOUSE CLINICS AND THE PROSECUTORS PROGRAM?

- Only students who will be in their final year of law school are eligible for the Defenders and the Prosecutors Program (this includes day and evening students, as well as students in their final year of the Accelerated JD and Hybrid JD programs). This is due to the requirements of SJC Rule 3:03. For all other in-house clinics, students (day and evening) in their last two years of law school are eligible, although students in their final year will be given preference and AJD students must be in their final year. Students who are finishing law school in December 2024 must confirm their eligibility with Lorraine Cove, Associate Dean of Academic Services, before applying to a criminal clinic (Defenders, Prosecutors, Juvenile Defenders, and Innocence).
- Students must be in good academic standing both at the time of the application and at the start of the clinic. As part of the application process applicants agree and give permission to Clinical Programs to request from Academic Services their unofficial transcript which is considered part of the application. Clinical Faculty may also reach out to the Dean of Students and law faculty regarding the performance and professionalism of the student during law school.
- All students must have satisfactorily completed (meaning a grade of C or higher) Evidence prior to the start of the clinic. In some clinics, students may be *concurrently* enrolled in Evidence – please check with the faculty director of your chosen clinic for clarification if you have not already satisfactorily completed Evidence.
- In addition to the requirements above, individual clinics may have clinic-specific prerequisites and/or admission preferences. Read the Clinic Descriptions above carefully for all requirements. Some clinics require or recommend certain subject-matter specific courses to be completed prior to enrollment. Some clinics may also give preference to students with foreign language skills and/or demonstrated ability to work with diverse clients.

Obligations of Enrolled Students: Students who are accepted into and choose to enroll in a clinic must:

- Communicate their acceptance in writing to their clinic professor by Monday, March 25, 2024;
- Commit to serving in the full-year clinics for both semesters.
- Be available for a mandatory one-day clinic orientation for all programs that will take place on prior to the start of classes; individual Clinics may require additional training before/after the start of school.
- Guarantee that they will be available to devote the required time, including a minimum of 13 hours per week to clinic work for full-time programs or 6 ½ hours per week for part-time programs. LIT Fellows will split their 13 hours between their casework and their legal tech and innovation projects. The clinic

work hourly requirements do not include time spent in seminar or preparing for seminar.

- Adhere to the strict Withdrawal and Removal Policies below.
- Adhere to all program deadlines listed herein.
- If appropriate, students should contact the Dean of Students office as soon as possible about any disabilities that may require accommodations in Clinic.

Withdrawal from Clinic: Withdrawal from a clinic after enrollment can cause substantial detrimental consequences for clinic clients, other students, and the clinical faculty and staff. Because of this, students may not simply “drop” a clinic in the same way that they can drop other courses. Students who wish to withdraw from a clinic must notify their clinic professor and Clinical Programs Program Manager Joan Luke **in writing prior to Friday, May 31, 2024**, citing the reasons for their withdrawal. Because of this strict policy, it is strongly advised that students think carefully about whether they can commit to a clinic prior to accepting their offer, rather than withdrawing after enrollment. Withdrawal after this published deadline may only be permitted in limited circumstances with the permission of the student’s clinical faculty member and the Associate Dean of Experiential Learning. All students should carefully review the **Clinical Programs Withdrawal and Removal Policies** attached below for complete details.

In addition, students are reminded that most clinics are a full-year, 10-credit commitment. Absent extraordinary circumstances, student is not permitted to withdraw from full-year programs mid-year.

Removal from Clinic: All students who participate in a clinic must demonstrate basic competence, diligence, and timeliness, as well as adhere to all ethical standards. If a student enrolled in a full-year clinic or the Prosecutors Program fails to meet these basic clinic standards in the case work and/or seminar components of the clinic and does not present extraordinary circumstances that justify a voluntary withdrawal (as detailed in the Clinical Programs Withdrawal and Removal Policies), that student will be removed from clinic and will not be allowed to re-enroll in the clinic or seminar in the second semester. Such a student will be given an unsatisfactory grade (C- or below) for his/her/their work during the first semester and may forfeit credit. A student who is removed from a clinic will be ineligible to enroll in any of the clinics, externship programs, or labs during the remainder of the school year.

A student enrolled in a one-semester clinic (if one is offered) who fails to meet clinic standards in the case work and/or seminar components of the clinic may be removed from the clinic and will receive an unsatisfactory grade (C- or below) for his/her/their work during the semester.

Please review carefully the **Clinical Programs Withdrawal and Removal Policies** below for complete details.

Limits on Experiential Credits: No student may count more than 16 credits of non-classroom work and experiential fieldwork toward the JD degree. A student may not count more than 12 credits of experiential fieldwork/casework toward the degree (field work associated with clinics, externships, and labs). These limits do not apply to the seminar component of an in-house clinic or an externship, nor a classroom simulation course.

Example: Student takes a ten-credit in-house clinic, for which four credits are assigned to the seminar component and six to the casework. Only the six credits for casework count toward these credit restrictions. The student may take an additional 6 credits of experiential coursework.

Example: Student takes an externship that includes a two-credit seminar and three credits for fieldwork. Only the three credits of fieldwork count toward the credit restrictions.

A student with questions about this limitation, or who seeks to obtain a waiver to be allowed to enroll in more than 12 experiential credits prior to graduation, should write the Associate Director, Professor Christina Miller (cmiller3@suffolk.edu).

Multiple Clinics and Externships: No student may enroll in more than one Clinic during their law school career, and no student may take both a Clinic and an Externship, or two externships, during a single semester. Students enrolled in the Accelerator to Practice Program – or who enrolled and withdrew - may not enroll in another clinic.

Overload Credits: Students should not take more than 15 total credits (an overload) during any semester in which they participate in a clinic. The Deans' Office will presumptively reject overload petitions of clinical students.

COMMON APPLICATION PROCEDURE

All in-house clinics and the Prosecutors Program require that students submit:

- A Clinical Common Application form (submitted online)
- Written answers to the essay questions (submitted online as PDF attachments);
- A current resume; and
- Applicants understand and give permission to Clinical Programs to request from Academic Services their unofficial transcript which is considered part of this application process.

The application will be made available on January 25, 2024 and can be accessed online at <http://www.suffolk.edu/law/academics/6712.php>. All application materials must be completed and submitted online no later than **Thursday, February 22, 2024 at 5:00 PM**. Any applications received after 5:00 PM will not be considered. Any applications that are started but not successfully completed before the system closes will not be accepted. Students who do not successfully complete their applications prior to the deadline may have an opportunity to apply only if applications are reopened, which is rare. Emailed, faxed, and/or hard copy applications will not be accepted. **Students are strongly advised NOT TO WAIT to submit their applications close to the deadline**, as students are responsible for resolving any technical glitches that may arise and timely submitting their applications. Computer/internet problems **are not an excuse** for late applications. Applicants are given nearly four weeks to submit their applications.

Individual clinics may also require or request interviews as part of the selection process. Students are not guaranteed an interview; interviews are at the individual professor's discretion. If you are applying to a clinic that uses interviews as part of the selection process, you will be contacted by the relevant clinic professor to set up an interview time after you submit your application.

Clinical Faculty may also reach out to the Dean of Students and law faculty regarding the performance and professionalism of the student during law school.

As part of your Clinical Common Application form, you will identify a **first-choice clinic**, as well as **one alternate choice**. **You are required to select an alternate choice clinic, and your application will not be accepted without an alternate.** This ensures fairness and equity as applications are considered. You cannot choose more than one first choice clinic or more than one alternate. You will also be asked if you would like to apply for the **LIT Fellowship**. You can learn more about this option [here](#), available only to those students enrolling in one of the following clinics: Human Rights & Indigenous Peoples and Prosecutors. If you do not receive a place in your first-choice clinic, you will be considered for your alternate choice if space is still available. If you are not admitted to either your first or your alternate choice, you will be placed on a waitlist for those clinics as well as any additional clinics selected of interest on the online application. If you do not get offered a slot off of the waitlist, you are guaranteed a spot in an externship program.

FREQUENTLY ASKED QUESTIONS ABOUT IN-HOUSE CLINICS& PROSECUTORS PROGRAM

1. Why should I enroll in an in-house clinic or the Prosecutors Program?

Our nationally ranked clinical programs offer students the opportunity to put theory into practice. Our in-house clinics operate like a legal services law firm embedded within the Law School in which students serve as lawyers on behalf of low- and moderate-income clients. In the Prosecutors Program, enrolled students work under the direct supervision of Assistant District Attorneys representing the Commonwealth in criminal matters in district courts throughout the Commonwealth. These clinics offer students the opportunity to perform all the tasks of a lawyer under the direct and intensive supervision of members of the law school faculty or post-graduate fellows. Clinic students represent clients and grapple with substantive legal issues, strategies, ethical and interpersonal issues inherent in lawyering. In working on their cases as the lead lawyers but with close supervision, students learn in a guided but self-directed manner that allows reflection on aspects of representation, how to improve their skills, and how to tackle new legal problems. The skills students learn and practice – such as interviewing and counseling clients, negotiating with opposing counsel and other parties, legal research and writing, navigating complex systems to further their clients’ interests, and courtroom advocacy – are transferable to any legal environment. Additionally, students often represent clients who otherwise would not have access to legal representation.

2. In addition to representing clients, what else will I do in a clinic or the Prosecutors Program?

All of the in-house clinics and the Prosecutors Program hold weekly one hour and 50-minute seminars taught by their clinical professors. Although class content varies, generally the curriculum focuses on the lawyering skills and ethical framework necessary to effectively represent clients or the Commonwealth. Weekly seminar attendance and active participation are required. In addition to the weekly seminars, students will have regular individual meetings with their clinic professors or other supervisors to obtain feedback and guidance on their cases. Students will be expected to take initiative in seeking answers to legal problems and performing the essential tasks of lawyering. This process of the student first finding the relevant information, thinking through its implications, and then bringing it to the professor for feedback is intended to guide the student towards a better understanding of the law and is known as “self-directed” or “active” learning. As part of their work, students may work in an interdisciplinary environment with non-legal professionals to help meet client goals and problem-solve.

3. Should I take a clinic even if it’s not in the area of law I want to pursue?

You should consider taking a clinic even if you do not necessarily intend to practice in that clinic’s area of law. Regardless of the subject matter, all clinics teach essential lawyering skills, including problem solving, strategic thinking, client communications, professionalism, and ethics. These skills are transferable to all areas of law and a variety of practice settings (transactional, litigation, in-house, etc.). In addition, gaining experience in diverse areas of law will help to inform and enhance your eventual practice.

4. How is the Prosecutors Program different than the other in-house clinics?

Students enrolled in the Prosecutors Program are placed in local District Attorney’s Offices, while also benefiting from in-house supervision by Prof. Christina Miller. For this reason, the Prosecutors Program is technically a “hybrid” program. Most of these FAQ’s apply equally to this program. That

said, the Prosecutors Program is not part of the same law firm as the in-house clinics, thus students are advised to talk to Professor Christina Miller about the possibility of engaging in outside employment and other limitations. Students in the Prosecutors Program may not engage in any criminal or juvenile defense work while participating in the Prosecutors Program. Please also see the separate FAQ sheet for the Prosecutors Program.

5. What are the Legal Innovation & Tech Clinic and Fellowship – What’s the Difference?

There are 2 options for students interested in Legal Innovation and Technology. The first is the LIT *Clinic*, which is a part-time, year-long clinic offered for 6 credits per year. Students will receive 3 credits for the clinical seminar component and 3 credits for the experiential component. The LIT Clinic is an ideal choice for students who would like to be immersed in law technology and innovation. It’s also a good choice for those who do not have time to balance a full-time clinic, or who are enrolled in the HJD program and are looking for a remote Clinic option. The LIT Clinic offers students the maximum opportunity to acquire and hone marketable tech and problem-solving skills, and LIT Clinic students can work on LIT projects impacting a range of substantive areas of law. Students who would like to apply to the LIT Clinic should select LIT Clinic as either their first or second choice Clinic on the Common Application.

The LIT *Fellows* program is NOT a separate Clinic. Rather, select members of the Human Rights & Indigenous Peoples and Prosecutors with an interest in legal tech and innovation may apply to serve as LIT Fellows while imbedded in their “home” clinics. Whereas students in the LIT Clinic (above) spend all of their clinical time immersed in legal innovation and tech work, LIT Fellows are in other, select clinics but split their time between traditional casework in their home clinics and LIT projects linked to their clinic. Students interested in being LIT Fellows should select their home clinics as their first and second choice options (e.g., “Human Rights” as first choice and “Prosecutors” as second choice) and then simply note their interest in the LIT Fellow program (via a check box on the application). This program is a terrific option for students who want to do a traditional legal services clinic, but who also wish to acquire a unique and marketable set of legal tech skills.

Students interested in either one of these programs should check out the [LIT Lab’s website](#) for more information about the work that students do.

6. How many hours per week should I expect to work in the in-house clinics and Prosecutors Program?

Students in most in-house Clinics and the Prosecutors Program should expect to work a minimum of 13 hours per week, excluding the seminar and seminar preparation. Students in the Innocence Clinic and the LIT Clinic are expected to work 6 ½ hours per week (and earn fewer credits). The type of work varies from clinic to clinic but generally involves work on cases, court appearances, client intake and counseling, preparation for and execution of out-of-seminar simulations, and other case-related projects. The 13 hours per week is a minimum and workloads can be quite intense throughout the academic year. Students will be required to put in all the time needed to effectively advocate for their clients, even if that at times exceeds 13 hours per week. Further, the requisite hours often cannot be scheduled in advance (for example, 5 hours on Thursdays and the remainder over the weekend) because the timing of the work is case-driven.

7. How many semesters are the in-house clinics and Prosecutors Program?

The in-house clinics and the Prosecutors Program described in this packet and included in the Clinical Common Application are full-year programs, unless otherwise specified. Students in all programs must be prepared to make a full year commitment to these programs. If students are interested in a one-semester opportunity, they should consider a Domestic or International Externship, Semester-in-Practice, or a simulation course.

8. How many credits will I receive for participating in an in-house clinic?

All full-year in-house clinics and the Prosecutors Program offer 10 credits per year (5 credits per semester). The Innocence Clinic and LIT Clinic are offered for the full year for 6 credits. In the 10-credit full-year programs, three credits per semester are awarded for the case work and two are awarded for the seminar. In the Innocence and LIT Clinics, 3 credits are awarded for the coursework and 3 for the case work. The seminar and case-work are graded separately in all of the full-year clinics.

9. Will I be graded in an in-house clinic or the Prosecutors Program?

Students in all in-house clinics will receive separate letter grades for the seminar and casework component. All letter grades will be given at the end of the year. Students enrolled in the Prosecutors Program will receive 6 ungraded credits for the field work component and 4 graded credits for the seminar component. Students in these programs will receive a detailed set of written Assessment Grading Guidelines describing the criteria that will be used to assess their performance and upon which their grade will be based at the end of the year. They also will receive both mid-year and end-of-year evaluations from their clinic professors or court supervisors.

10. What happens if I don't do well in an in-house clinic or the Prosecutors Program?

Students must satisfactorily meet the standards established by their Clinical Professor, as well as those set forth in the Assessment and Grading Criteria. Every clinic will require students adhere to basic standards of competence, diligence, and timeliness, in addition to meeting all ethical obligations. Your clinic professor will work closely with you to provide you every opportunity to meet these standards and to support you as you learn new skills. If a student enrolled in a full-year clinic or the Prosecutors Program fails to meet clinic standards, that student will be removed from the Clinic and Seminar and will not be allowed to continue to participate in the program in the second semester. Students enrolled in a one-semester clinic who do not meet the standards established by the Clinical Professor and/or the Clinical Assessment and Grading Criteria will receive an unsatisfactory grade. A student who has a compelling reason for her/his inability to continue in the program, may be permitted to withdraw under very limited circumstances with special permission from the clinical faculty and Associate Dean of Experiential Learning. There are some very serious consequences that flow from withdrawal or removal from Clinic. Please read the comprehensive **Clinical Programs Withdrawal and Removal Policies** at Appendix A below for complete details.

11. What is the student/faculty ratio for in-house clinics and the Prosecutors Program?

The typical in-house clinic has between 8 and 10 students enrolled. Some in-house clinics have clinical fellows who assist the clinical professor with supervision. LIT Fellows will enjoy supervision in their casework from their clinical professors, and also supervision on their legal tech projects from the faculty member and clinical fellows who teach in the LIT Lab. Because the Prosecutors Program is a hybrid model in which Assistant District Attorneys provide on-site supervision, there are generally 24 students enrolled in the Program. The professor for the Prosecutors Program shares supervision with the ADAs. In short, clinics have extremely low student to teacher ratios. Students receive concentrated, individualized attention from their clinic professor(s) and will have the opportunity to form close collaborative relationships with both clinical faculty and other clinic students.

12. Do students get to go to court?

It depends on the clinic. Students in certain clinics, such as the Suffolk Defenders, Juvenile Defenders, and Prosecutors Program, will appear weekly in court. Students in the Family Advocacy may appear a few times per semester. Students in still other clinics may appear more often before administrative or legislative tribunals, or may be involved mostly in transactional matters. For example, students in the Immigration Clinic appear frequently before the Immigration Court, a federal administrative court and occasionally before the U.S. federal courts. Carefully review the individual clinic descriptions in this packet to determine which clinic(s) best match your interests and priorities.

13. How are students selected for a year-long, in-house clinic and the Prosecutors Program?

Specific eligibility requirements and policies can be found below in this packet. Beyond these eligibility requirements, selection is based on a student's overall Clinical Common Application package, including the answers to the essay questions provided on the application, the student's transcript, resume, and prior experience. The clinical faculty is committed to engaging a broad cross-section of students in each clinic. As such, grades are not the primary tool by which students are selected. Enthusiasm for participating in a clinic and relevant experience (professional, academic and life experience) are valued. The student's enthusiasm and experience will be judged based on the student's application essays and resume, as well as any required references or interviews. Students who possess foreign language skills may be given preference in some clinics. In order to provide opportunities for the greatest number of students, admissions preference is given to students entering their last year of law school and to those who have not previously taken a clinic. In addition, students who apply for the LIT Fellowship, and who have satisfied the prerequisites, may be given preference in participating clinics, or may be given preference on the waitlist of participating clinics.

14. Do all applicants get accepted into an in-house clinic or the Prosecutors Program?

While we do our best to accommodate as many students as possible, we are unable to guarantee every applicant a spot in his/her/their clinic of choice. The number of applicants often significantly outnumbers the number of available in-house clinic and prosecutor slots. For this reason, we give preference to students in their last year and require students to list an alternate program on the Clinical Common Application form. We also encourage students to pursue externship opportunities if not accepted into your first or second choice clinic. All students who apply for the in-house clinics or Prosecutors Program and are not accepted, however, are guaranteed an opportunity to enroll in an externship for credit – either through the Domestic Externship programs, International Externship Programs, or Semester in Practice Programs. Students may also enroll in simulation courses or law “labs” (which are experiential components associated with doctrinal courses.) More information can be found under [Curriculum & Requirements Experiential Learning](#).

15. Can a student take more than one in-house clinic?

No student may be enrolled in more than one in-house clinic during their law school careers. Also, no student who is enrolled in the Accelerator to Practice Program – or has withdrawn from that program – may enroll in another clinic. Students may not receive more than 12 experiential credits (which include credits for any externship/internship fieldwork, labs, and simulation courses) during their law school career. For the in-house, full-year clinics, the casework credits are 3 each semester for a total of 6 for the academic year. It is possible to take a semester-long externship, lab, or simulation course one semester or summer and enroll in a full-year, in-house clinic the following year as long as your total number of experiential credits do not exceed 12. Students who would like to take more than 12 experiential credits may apply for a waiver by contacting Professor Christina Miller (cmiller3@suffolk.edu).

16. Can I do an externship for credit at the same time as the clinic?

No. A student is not eligible to apply for any of the externship programs, including the Domestic Externship Program, International Externship Program or Semester in Practice for any semester in which they have been accepted into one of the in-house clinics or the Prosecutors Program. Students must decline their acceptance to a clinic before proceeding to apply for an externship. Students may enroll in a semester-long clinic (if one is offered) in the fall term and an externship in the spring term.

17. Can I work at an outside job while I am enrolled in an in-house clinic or the Prosecutors Program?

Yes, but only with prior permission from your professor. In general, students may not work more than 10 hours per week outside of law school if they plan to enroll in a clinic. Students needing to work more than 10 hours per week must seek their clinical professor's permission. All students with outside jobs should speak with their clinic professors before enrolling to discuss whether they will have the necessary time and flexibility to devote to the clinic and to effectively represent their clients. Exceptions to this 10-hour limit are made for evening students, but evening students must discuss their employment with their clinical professor prior to accepting a slot in a clinic. In addition, all students who will be working while enrolled in a clinic (no matter the time commitment) must clear all concurrent employment with clinical programs prior to enrolling and/or accepting outside employment. The in-house clinics function as a unitary law firm with different practice areas. Because of this law firm model, students in any in-house clinic will not be able to engage in employment, paid or unpaid, that may conflict with any of the other in-house clinics. For example, no student in an in-house clinic may simultaneously work at a district attorney's office because of the inherent conflict with Suffolk Defenders. Due to these potential conflicts, all outside employment must be reported at the time of application to clinics and at the start of the fall semester so that an employment conflict check can be performed. Students must receive the permission of their clinical professors before accepting or maintaining any outside employment while enrolled in an in-house clinical program. Students' obligations to their clinics will be treated as the first priority when considering how to address any potential conflicts.

18. Will I have time to participate in clubs and activities while I am enrolled in a clinic?

In-house clinics and the Prosecutors Program require substantial amounts of time. At varying, sometimes unpredictable times, the clinics may demand more than the 13 hours per week minimum. Because you will be representing real clients with life-affecting matters, your clients and your clinic work must come first. Students with substantial commitments to other activities, including journals, trial team, clubs, organizations, or other responsibilities, should discuss their workloads with their clinic professors to ensure they make informed determinations whether they will have sufficient time to devote to the program while also maintaining their emotional and academic wellbeing.

19. Can evening students enroll in an in-house clinic or the Prosecutors Program?

Most clinics do accept evening students, provided that the students can be available to devote the minimum 13 hours per week to clinic work (plus seminar preparation and attendance) and are able to fulfill their obligations to their clients. Some clinics that involve frequent court appearances or meetings during business hours may be less conducive to the evening student schedule than others. If you are an evening student, you are encouraged to carefully review the individual clinic descriptions in this packet to determine which clinic(s) are the best match for your schedule. Some good options for evening students include the Innocence Clinic, and the Human Rights & Indigenous Peoples Clinic. If an in-house clinic is not a good fit, you may find other experiential programs, such as externships or simulations, to be more suitable.

20. Can Accelerated JD (AJD) and Hybrid JD (HJD) students participate in an in-house clinic or the Prosecutors Program?

Yes. Students in their last year of the AJD program who otherwise meet the general requirements for the in-house clinics, including all co-requisites and pre-requisites, may apply for admission to any in-house clinic and the Prosecutors Program. Students enrolled in the HJD program may also participate in any clinic, although they must be available to perform clinic work in person and attend seminar in person, as required by the individual professor. One or more “fully remote” clinics may be offered each year, so please look at the Clinic Descriptions to learn more about the options. AJD or HJD students with questions should [contact](#) Associate Director, Professor Christina Miller (cmiller3@suffolk.edu).

21. If I do not get accepted into an in-house clinic or the Prosecutors Program, can I be placed on a waitlist?

Yes. Those students who do not receive a slot in a clinic through the Clinical Common Application for the upcoming academic year (either their first or alternate choice) will be automatically placed on a waitlist for their first and second choice clinics. If a student accepted into any clinic declines the offer or withdraws from the clinic prior to the start of the semester, a student from the waitlist may be contacted and informed of the option to accept a position in that clinic.

Students can also elect to be added to the waitlist of any other clinic, should they be denied a slot in their top choice clinics and should there be openings in other programs. A student’s decision to be added to the waitlists of other clinics will have no bearing on that student’s application to their top two choice clinics and will only be considered should there be openings in another clinic after the initial selections are made.

Clinical Programs cannot publicize a student’s place on a waitlist. If a student withdraws, priority consideration will be given to other students who placed that clinic as a first or alternate choice. Next, consideration will be given to any students who elects to be on the waitlist for that clinic. In rare situations, a clinic may reopen its application process if the remaining slots are not filled through the waitlists.

22. What are the “externships” and other experiential opportunities that are mentioned?

Externships are field placements that can be taken for credit for one semester or during the summer term. (These are distinguished from internships, which are placements that do not offer credit.) Experiential Programs offers a wide range of domestic and international externship placements for credit. Please check with Mary Sawicki (msawicki@suffolk.edu) about the options and the application process for domestic externships. We also offer other experiential opportunities designed to give students legal practice experience. These include the Accelerator to Practice Program (three year program that includes a clinical practice in the third year), the Legal Innovation and Technology (LIT) Lab, Human Rights Project (a lab course), Law and Psychology Lab, Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project, Urban Mechanics: Boston Practicum, and a broad range of simulation courses listed under at [Curriculum & Requirements/Experiential Learning](#). All of these programs require separate applications or registration – they are not a part of the Clinical Common Application. Offerings may vary year to year, so please check current offerings with Academic Services.

23. Can I apply for an in-house clinic and also an externship or two externships and see what happens?

The Clinical Common Application allows students to apply only for the in-house clinics and the Prosecutors Program. Students may rank any of these programs as their first and second choices when applying – and must choose an alternate. However, students will not be considered for externships until they affirmatively decline their acceptance into a clinic by the deadlines specified. Students who accept an offer of a clinic are advised that late withdrawals will generally result in that student being ineligible to participate in any other Clinical Program or Externship for that semester for credit. Please see the **Clinical Programs Withdrawal and Dismissal Policy** for further details.

24. What happens if I decide to withdraw from my clinic after being accepted?

All students who accept a slot in an in-house clinic or the Prosecutors Program and later decide to withdraw must withdraw through the Office of Academic Services and by notifying their clinical professor **on or before May 31**. Withdrawal after May 31 will not be permitted, except in rare circumstances and will generally have an impact on the withdrawing student's ability to participate in other experiential programs and may further impact his/her/their ability to meet the six-credit experiential course requirement. Withdrawal from Clinic is strictly governed by the **Clinical Programs Withdrawal and Dismissal Policy** set forth below. Please read it carefully.

EXPERIENTIAL PROGRAMS CONTACT INFORMATION

Clinic	Contact
Accelerator to Practice Program (not part of Clinical Common Application)	James Matthews, jwmatthews@suffolk.edu
Domestic Externships Semester in Practice Program (Domestic) (not part of Clinical Common Application)	Mary Sawicki, msawicki@suffolk.edu
Environmental Law & Policy Clinic	Robert Cox, Robert.Cox@suffolk.edu
Family Advocacy Clinic	Maritza Karmely, mkarmely@suffolk.edu
Health Law Clinic	Kate Gannon, Kate.Gannon@suffolk.edu ; Sarah Boonin, sboonin@suffolk.edu
Human Rights & Indigenous Peoples Clinic	Nicole Friederichs, nfriederichs@suffolk.edu
Immigrant Rights Clinic	Ragini Shah, rshah@suffolk.edu
Innocence Clinic	Michelle Menken, Michelle.Menken@suffolk.edu
Intellectual Property & Entrepreneurship Clinic	Christina Miller, cmiller3@suffolk.edu
International Externships Ireland Externships (through Galway Study Abroad Program) International Semester In Practice (not part of the Clinical Common Application)	Mary Sawicki, msawicki@suffolk.edu
Juvenile Defenders Clinic	Pon Nokham, cnokham@suffolk.edu
LIT Clinic (Remote) and LIT Fellowship	David Colarusso, dcolarusso@suffolk.edu Quinten Steenhuis, qsteenhuis@suffolk.edu
Prosecutors Program	Christina Miller, cmiller3@suffolk.edu
Suffolk Defenders Clinic	Chris Dearborn, cdearborn@suffolk.edu
Transactional Clinic	Carlos Teuscher, cteuscher@suffolk.edu
Simulation Courses (Experiential Learning)	Lorraine Cove, lcove@suffolk.edu

<p>Experiential Modules linked to classes (i.e. Human Rights Project (a lab course), Law and Psychology Lab, Bankruptcy: First Circuit Appellate Panel Amicus-Curiae Brief Project, Urban Mechanics: Boston Practicum. These offerings may vary year to year, so please check with Dean Cove's Office.</p>	<p>Lorraine Cove, lcove@suffolk.edu</p>
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ADDENDUM A: CLINICAL PROGRAMS WITHDRAWAL AND REMOVAL POLICIES

Application of Policy: This policy applies to all in-house clinics and the Prosecutors Program. It applies to the Accelerator Practice, which is the capstone 3L clinic associated with the 3-year Accelerator to Practice program. This policy does not apply to years 1 and 2 of the Accelerator to Practice Program.

Acceptance of Clinic Offer: By accepting an offer to participate in a Clinic, you are committing to participate in that clinic throughout the course of the full academic term. It is a commitment that will require you to balance real clients and cases with your class, work outside of law school, home responsibilities, and your wellbeing. Before accepting your spot, please consider how Clinic will fit into your life inside and outside of school. If you have concerns about accepting your offer, please contact your clinic professor as soon as possible *before accepting your offer*. If appropriate, please also contact the Dean of Students office as soon as possible about any disabilities that may require reasonable accommodations in Clinic. More information on Law School Disability Services can be found [here](#). Early communication regarding disabilities will ensure that you, the faculty and staff, and the Dean of Students Office have the opportunity to collaborate and ensure clinical programs is accessible to you.

Withdrawal from a clinic after enrollment can cause substantial detrimental consequences for clinic clients, other students, and the clinical faculty and staff. Late withdrawals often take a spot away from another student. Because of these factors, after students have accepted their spots in a clinic, students may not simply “drop” the clinic in the same way that they can drop other courses.

Withdrawal from a Clinic after acceptance and prior to May 31 is permitted with notice to clinical programs. Students who wish to withdraw from a clinic must notify their clinic professor and Clinical Programs Program Manager Joan Luke in writing **prior to May 31** citing the reasons for their withdrawal. Students will be permitted to withdraw upon written request before May 31. The student’s brief enrollment in Clinic and Seminar will not appear on the student’s transcript.

If a student’s reason(s) for withdrawing from a clinic relate to a disability, the student should additionally contact the Dean of Students Office.

Withdrawal after May 31 but before the first day of fall classes will not be permitted, except for compelling reasons. Students seeking permission to withdraw from a clinic for compelling reasons after the deadline but before the start of fall classes must make a written request to the clinic professor and the Associate Dean for Experiential Learning, as soon as practical, setting forth the compelling reasons for the late withdrawal. The Associate Dean for Experiential Learning will make the final decision whether to permit the student to withdraw. If a student is given permission to withdraw after May 27 and before the start of fall classes, the student’s enrollment in Clinic and the corresponding seminar will not appear on the student’s transcript. The student generally will be ineligible to enroll in any of the externship programs, clinics, or labs during that school year, barring compelling reasons. The directors of domestic and international externship placements may be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Late withdrawal from Clinic, even if permitted, may impact the experiential and credit graduation requirements.

If a student’s reason(s) for requesting withdrawal from a clinic after May 31 and before the first day of fall

classes relate to a disability, the student should additionally contact the Dean of Students Office.

Withdrawal after the first day of fall semester classes is prohibited absent truly extraordinary circumstances. Students who believe they present such extraordinary circumstances must petition their clinical professor and the Associate Dean for Experiential Learning in writing, setting forth the nature of the extraordinary circumstances that merit withdrawal, along with a detailed plan to ensure that any client work begun by the student will be transferred satisfactorily and pursuant to Clinical Programs policies. The Associate Dean for Experiential Learning will make the final decision whether to permit the student to withdraw after the start of the school year.

A student who presents extraordinary circumstances and is permitted by the Associate Dean for Experiential Learning to withdraw from clinic during the fall semester may receive credit for some or all of his/her/their work, or may have reference to the clinic removed from his/her/their transcript. Where the student has, prior to withdrawal, satisfactorily completed most of the semester's work in the seminar and/or case work component of the clinic to the degree sufficient to meet SULLS and ABA credit-hour policies, the student may be given a grade of "Credit" for some or all of his/her/their work that semester in the clinic and/or corresponding seminar. In cases where the work performed is insufficient to award credit, the student's enrollment in Clinic (the case work and/or seminar) will be removed from the student's transcript. In all cases in which a student is permitted to withdraw during the first semester of clinic, the student will not be permitted to re-enroll in the clinic or seminar for the second semester. In the extraordinary circumstance in which a student is permitted to withdraw from clinic during the fall semester, the Clinical Professor will make the final decision whether to award a grade of "Credit" for some or all of the student's work or to have reference of the Clinic removed from the student's transcript, and that decision will constitute a final grade under SULLS grading policies. As noted above, that grading determination will be based, in part, on whether the student has satisfactorily completed sufficient work during the semester to satisfy the SULLS and ABA credit-hour policies.

A student who presents extraordinary circumstances and is permitted to voluntarily withdraw from a full-year clinic during the spring semester, may be given a letter grade (including an unsatisfactory grade of C- or below) or a grade of "Credit" or "No Credit" for his/her/their work in the case work and/or seminar components of the clinic during one or both semesters. In these rare circumstances, the Clinical Professor, in consultation with the Associate Dean for Experiential Learning, will determine whether the student will be awarded a letter grade or a grade of "Credit/No Credit" for one or both semesters. The Clinical Professor will then make the final decision regarding the student's grade and that decision will constitute a final grade under SULLS grading policies. That grading determination will be based, in part, on whether the student has satisfactorily completed sufficient work to satisfy the SULLS and ABA credit-hour policy.

A student who is permitted to withdraw after the start of a clinic generally will be ineligible to enroll in any of the externship programs, clinics, or labs during that school year, barring compelling reasons. The directors of domestic and international externship placements may be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Late withdrawal from clinic or a failure to satisfactorily complete a clinic may impact graduation requirements, including the experiential and credit requirements.

If a student's reason(s) for requesting withdrawal from a clinic after the first day of fall classes relate to a disability, the student should additionally contact the Dean of Students Office.

Removal from a Clinic: Students must satisfactorily meet the standards of the clinic as set forth in the Assessment and Grading Criteria, and in the clinic-specific syllabi and materials distributed by each professor. Your clinic professor will work closely with you to provide you every opportunity to meet these standards and to support you as you learn new skills.

If a student enrolled in a **full-year clinic** or the Prosecutors Program fails to meet clinic standards in the fall semester in the case work and/or seminar components of the clinic and does not present extraordinary circumstances that justify a voluntary withdrawal (as detailed above), that student will be removed from clinic and will not be allowed to re-enroll in the clinic or seminar in the second semester. The clinic professor will make the final determination as to whether clinic standards have or have not been met. If a student is required to leave a full-year clinic during the fall semester because he or she has not met clinic standards, the student will be given an unsatisfactory grade (C- or below) for his/her/their work during the first semester. That decision will constitute a final grade under the SULLS grading policy. Similarly, if a student fails to meet clinic standards while participating in a **one-semester clinic**, that student will be given an unsatisfactory grade for the semester and may be asked to leave the clinic before the close of the semester. Note that if a student receives a grade of “F,” that is considered a failure under SULLS grading guidelines and no credit is awarded. A student who is removed from a clinic will be ineligible to enroll in any of the clinics, externship programs, or labs during the remainder of the school year. The directors of domestic and international externship placements will be notified accordingly. Please be advised that there is a six-credit experiential requirement for JD graduates. Removal from a clinic will result in a disqualification from other experiential programs during the remainder of the school year, which may impact graduation requirements, including the experiential and credit requirements.