

GEORGETOWN LAW

# CLINIC REGISTRATION HANDBOOK 2017-2018



[www.law.georgetown.edu/go/clinic-registration](http://www.law.georgetown.edu/go/clinic-registration)  
[lawexp@georgetown.edu](mailto:lawexp@georgetown.edu)

## IMPORTANT DATES

**Clinic Application Overview:** Wednesday, March 22, 5:00pm-5:30pm, McDonough 202

**Clinic Information Fair:** Wednesday, March 29

Part 1 Clinic Introductions: 3:30pm-4:00pm, McDonough 202

Part 2 Clinic Fair: 4:00pm-5:30pm, Second Floor Atrium, McDonough

### Clinic Info Sessions and Open Houses by date and time:

THURSDAY, MARCH 30		
Policy Clinic: Climate, Health, Human Rights & Trade (Harrison Institute) Info Session	11:00am-12:00pm	McD 344
Affordable Housing Transactions Clinic (Harrison Institute) Info Session	2:30pm-3:30pm	McD 588
Criminal Justice Clinic Open House	3:30pm-4:30pm	McD 123
FRIDAY, MARCH 31		
Federal Legislation Clinic Open House	12:00pm-1:00pm	McD 340
Law Students in Court Info Session	1:00pm-2:00pm	McD 492
MONDAY, APRIL 3		
International Women's Human Rights Clinic Info Session	4:00pm-6:00pm	McD 411
Appellate Courts Immersion Clinic Open House	4:30pm-6:00pm	McD 312
Institute for Public Representation: Communications and Technology Law Open House	4:30pm-6:00pm	McD 312
Institute for Public Representation: Environmental Law Open House	4:30pm-6:00pm	McD 312
Appellate Litigation Clinic Open House	4:30pm-6:30pm	McD 306
TUESDAY, APRIL 4		
Community Justice Project Open House	12:15pm-2:15pm	McD 336
Institute for Public Representation: Civil Rights Open House	12:30pm-3:00pm	McD 532
Policy Clinic: Climate, Health, Human Rights & Trade (Harrison Institute) Info Session	1:00pm-2:00pm	McD 425
Center for Applied Legal Studies Info Session	3:30pm-4:30pm	Hotung 5027
Domestic Violence Clinic Open House	3:30pm-4:30pm	McD 334
Juvenile Justice Clinic Info Session	3:30pm-4:30pm	McD 164
Social Enterprise and Nonprofit Law Clinic Open House	3:30pm-5:00pm	McD 533
Criminal Defense and Prisoner Advocacy Clinic Open House	5:30pm-6:30pm	McD 130
Appellate Litigation Clinic Info Session	5:30pm-6:30pm	McD 337
THURSDAY, APRIL 6		
Policy Clinic: Climate, Health, Human Rights & Trade (Harrison Institute) Info Session	11:00am-12:00pm	Hotung 5021
FRIDAY, APRIL 7		
Law Students in Court Info Session	12:00pm-1:00pm	McD 337

**Clinic Applications Due Online:** Monday, April 10, 12:00pm, Noon\*

\*Students must complete application by 12:00pm. The system will close at 12:01pm, and no exceptions will be made for late applications.

**Students are notified of application status by Clinics:** Monday, April 24, by 5:00pm

**Students accept/reject offers directly to Clinics:** Wednesday, April 26, by 5:00pm

## WHAT IS CLINICAL EDUCATION?

Our clinics offer students an unparalleled opportunity to serve the public, explore career possibilities, gain first-hand insight into the strategic and ethical dimensions of the profession, and acquire valuable legal skills in a supportive educational environment. In the 2017-2018 academic year, we will offer seventeen different clinical courses. Over 300 students are expected to participate, again making this the largest in-house clinical program in the nation. We hope you will be a part of this group!

Experiential courses allow you to apply abstractions to reality with training wheels you (hopefully) won't need once in the working world.

Molly Clarke, 3L

In clinic, you will serve as the lead lawyer on a case or project – with all the responsibility that entails. You will represent actual clients facing real legal challenges and, by providing quality legal representation to under-represented individuals and organizations, you will learn about the practical art of

lawyering. Through clinic, you will acquire valuable legal skills not accessible in a traditional classroom setting and gain firsthand insight into the strategic and ethical dimensions of the legal profession. You will see your identity change – from that of a student to that of a lawyer.

Our clinics vary widely in their subject matter. We have clinics that work on civil cases, while others specialize in criminal cases. Some clinics involve administrative and judicial proceedings, while other clinics work on transactional, legislative, or policy matters. Opportunities exist to learn international as well as domestic law.

All clinics focus on the skills you will need in your lawyering career. You will hone your ability to problem solve, your analytic and reasoning abilities, and your practical judgment. You will work on building relationships with, and providing advice to, clients. You will practice your research, writing, and speaking skills. And all the while, you will be given the opportunity to reflect on your own work style and to improve where needed.

The Federal Legislation Clinic is a great mix of classroom learning, supervised client work, and simulations of what the real world of legislative lawyering is like.

Dylan Bensinger, 3L

Georgetown's clinics are very intensive; the typical student-to-teacher ratio is just five-to-one. As a result, you will receive focused, individualized attention from full-time faculty and graduate teaching fellows who know your work, and can help you improve, in a way not possible in a traditional classroom setting. You will be pushed to accomplish more than you may think possible, but in a space where extensive support and a built-in safety net allows you to reach for those new goals.

Your clinic experience will undoubtedly be very demanding, gripping, and sometimes exhausting. We trust it also will be an enriching and unique part of your Georgetown education.

SEMESTER CLINICS	WHAT DO STUDENTS DO?	OPEN TO	PREREQUISITE(S)	AVERAGE TIME COMMITMENT	CREDITS	STUDENT BAR CERTIFICATION	HOW MANY STUDENTS
Appellate Courts Immersion Clinic	Students litigate complex public-interest appeals before appellate courts, including U.S. courts of appeals and the Supreme Court of the United States.	Second semester 2Ls, 3Ls, and 4Es (at least 40 credits)	All first year courses. Students must enroll in the co-requisite Appellate Courts and Advocacy Seminar.	42 hours/week	12	Possibly. See clinic director for information.	6-8/semester
Center for Applied Legal Studies	Students provide pro bono representation in federal immigration court for refugees who seek the safety of asylum in the United States.	All 2Ls and 3Ls (at least 30 credits and 3.0 GPA)	All first year courses	35 hours/week	10	No	12/semester
Community Justice Project: Health Justice Alliance	Students provide direct legal representation to patients at community-based health clinics that serve families living in poverty in collaboration with health professionals. Students also represent local organizational clients in policy, legislative, community education/advocacy, and transactional projects related to health justice.	Second semester 2Ls and all 3Ls (at least 42 credits)	All first year courses and (as a pre- or co-requisite) Evidence	35 hours/week	10	Yes	9/semester
Domestic Violence Clinic	Students represent indigent victims of family violence in protection order cases in the D.C. Superior Court, and engage in essential policy, legislative, and community education projects designed to improve the system's response to domestic abuse.	All 2Ls and 3Ls (at least 30 credits)	All first year courses and (as a pre- or co-requisite) Evidence	35 hours/week	10	Yes	12/semester
Federal Legislation Clinic	Students are trained in the art of "legislative lawyering" through their representation of non-profit organizations seeking to advance policy agendas through Congress and the Executive Branch.	All 2Ls and 3Ls (at least 30 credits)	All first year courses and (as a pre- or co-requisite) a course on congressional or administrative procedure or statutory interpretation (such as Government Processes, The Regulatory State, Lawmaking, or Administrative Law)	35 hours/week	10	No	10-12/semester
IPR: Civil Rights	Students engage in trial and appellate civil rights litigation concerning, among others, voting rights, workplace discrimination, housing discrimination, police brutality, and equal protection in education.	Second semester 2Ls and all 3Ls (at least 40 credits)	All first year courses	42 hours/week	12	Yes	8/semester
IPR: Communications and Technology Law	Students represent non-profit organizational clients before federal agencies and courts to ensure that communications technologies are used in ways that serve the public interest.	All 2Ls and 3Ls (at least 30 credits)	All first year courses	42 hours/week	12	No	8/semester
IPR: Environmental Law	Students work on projects that involve air and water pollution, hazardous waste disposal, renewable energy, coal mining, and historic preservation.	Second semester 2Ls and all 3Ls (at least 40 credits)	All first year courses; strong preference for students who have taken/simultaneously take Environmental Law or Natural Resources Law (as a pre- or co-requisite)	42 hours/week	12	Yes	8/semester
International Women's Human Rights Clinic	Students partner with NGOs to advance women's human rights by working on litigation for domestic courts and human rights treaty bodies (in the fall) or participating in a fact-finding trip, writing a human rights report, and drafting legislation (in the spring).	All 2Ls and 3Ls (at least 30 credits)	All first year courses and (as a pre- or co-requisite) International and Comparative Law on Women's Human Rights	35 hours/week	10	Yes	8/semester
Law Students in Court ( <i>off-site consortium program</i> )	Students represent clients in the D.C. Superior Court Civil Division, primarily in the Landlord and Tenant and Small Claims Branches.	All 2Ls and 3Ls (at least 30 credits)	All first year courses; strong preference for students who have taken/simultaneously take Evidence (as a pre- or co-requisite)	25 hours/week	7	Yes	10-15/semester
Social Enterprise and Non-Profit Law Clinic	Students represent non-profit organizations, social enterprises, and small businesses on transactional, corporate governance, and strategic business matters.	Second semester 2Ls and all 3Ls (at least 40 credits)	All first year courses and either Corporations or a J.D. seminar focused on nonprofit law (i.e., Nonprofit Organizations or Governance of Nonprofit Organizations)	32 hours/week	9	Yes	12/semester

YEAR-LONG CLINICS	WHAT DO STUDENTS DO?	OPEN TO	PREREQUISITE(S)	AVERAGE TIME COMMITMENT	CREDITS	STUDENT BAR CERTIFICATION	HOW MANY STUDENTS
Affordable Housing Transactions Clinic (Harrison Institute)	Students work on transactional projects in which they seek to give clients ownership or control of their housing.	All 2Ls and 3Ls (at least 30 credits)	All first year courses	25 hours/week	7: fall 7: <u>spring</u> 14 total	Possibly. See clinic director for information.	12-14/year
Appellate Litigation Clinic	Students brief and argue cases before several courts, including federal courts of appeals, represent indigent people before the Board of Immigration Appeals, and file amicus curiae briefs in the U.S. Supreme Court and other courts.	3Ls and 4Es (at least 48 credits)	All first year courses; Evidence is recommended as a pre- or co-requisite	16 hours/week	4: fall 5: <u>spring</u> 9 total	Possibly. See clinic director for information.	16/year
Criminal Defense and Prisoner Advocacy Clinic	Students represent indigent defendants facing trial in misdemeanor cases in the D.C. Superior Court and in parole and probation revocation hearings. Students also work on a range of prisoner advocacy projects.	3Ls (at least 53 credits)	All first year courses and (as a pre- or co-requisite) Evidence. (P/T students: this includes Criminal Justice or Democracy and Coercion. Transfer students: this includes Criminal Procedure, either at Georgetown or a prior law school. Criminal Law does not satisfy this requirement.)	25 hours/week	7: fall 7: <u>spring</u> 14 total	Yes	14/year
Criminal Justice Clinic	Students serve as defense counsel in misdemeanor cases in the D.C. Superior Court and in parole revocation hearings before the U.S. Parole Commission.	3Ls (at least 53 credits)	All first year courses and Evidence. (P/T students: this includes Criminal Justice or Democracy and Coercion. Transfer students: this includes Criminal Procedure, either at Georgetown or a prior law school. Criminal Law does not satisfy this requirement.)	25 hours/week	7: fall 7: <u>spring</u> 14 total	Yes	14/year
Policy Clinic: · Climate Change · Health · Human Rights · Trade (Harrison Institute) <i>(can also be done as a semester clinic in the fall only)</i>	Students support clients who make and shape public policy—from local to global—in one of four teams. These include climate, health, human rights and trade policy. They analyze law-making authority, develop options to change policy, present work to clients and seminars, and help clients plan their strategy. Seminars focus on strategy, analysis, and communication skills.	All 2Ls and 3Ls (at least 30 credits)	All first year courses	28 hours/week (fall); 21 hours/week (spring)	8: fall 6: <u>spring</u> 14 total  8 for fall only	Yes	14 (at least 10 of whom will be in the full year section)
Juvenile Justice Clinic <i>(can also be done as a semester clinic in the fall only)</i>	Students holistically represent juveniles charged with crimes in the D.C. Superior Court Delinquency Branch. Students continue to represent their clients after a delinquency adjudication in disposition hearings, appeals, education advocacy and school discipline cases.	3Ls (at least 53 credits)	Students who entered Georgetown in their first year: All first year courses (including Criminal Justice or Democracy and Coercion) and Evidence. Evidence may be taken at any law school. Transfer Students: Legal Writing, Criminal Procedure (not Criminal Law), and Evidence. These may be taken at any law school.	32 hours/week (fall); 20 hours/week (spring)	9: fall 5: <u>spring</u> 14 total 9 for fall only	Yes	14 (at least 10 of whom will be in the full year section)

PLEASE NOTE:

-All clinics count toward the 6 credits of experiential coursework required of students matriculating as 1Ls in Fall 2016 or later.

-Beginning in 2017-2018, no clinics will meet the WR requirement.

-Part-time students who will have the required number of credits, will meet the prerequisites, and can devote the required number of hours to clinic are encouraged to apply. (Please see conflict of interest rules.)

-Some clinics that admit both 2Ls and 3Ls will give preference to 3Ls, due to the fact that this is their final opportunity to take a clinic and the likelihood that they have previously taken relevant courses. However, rising 2Ls are strongly encouraged to apply in order to maximize their chances for admission.

-The minimum number of credits and prerequisites must be completed before a student begins clinic, not before s/he applies to clinic. A co-requisite can be completed in the same semester the student is in clinic.

-Except as otherwise noted, “all first year courses” means all courses part of Georgetown Law’s first year curriculum or, for transfer students, the first year curriculum of their prior law school. Part-time students may enroll in most (but not all) clinics before taking Criminal Justice, Property, and the first year elective. The three year-long criminal clinics have a different rule, noted in the chart above.

-The number of hours per week shown is an average; some weeks will be busier than others and some clinics will start or end earlier or later in the semester than others. In addition, every clinic has a required co-requisite clinic seminar. Days and times will be published in the curriculum guide. Most clinics also hold an intensive orientation the week before classes begin.

-“Student Bar Certification” refers to whether students must be certified to practice law by the DC Bar. Please see <http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/our-clinics/DC-Student-Bar-Certification.cfm> for more about this process and the questions you will be required to answer.



## FREQUENTLY ASKED QUESTIONS

**1. Will being in a clinic help me learn how to be a lawyer?**

Absolutely. A central goal of clinical education is teaching students how to be skilled, responsible members of the profession. Students in clinics learn how to be lawyers by engaging in the practice of law in a controlled educational environment that promotes self-reflection on each lawyering task. Given the low student-faculty ratio, clinic students are given feedback tailored to their specific learning needs. Those students who have participated in a clinic generally consider their clinic experience to be essential to their preparation for the practice of law.

**2. Should I consider taking a clinic even if it's not the same subject matter in which I intend to practice?**

Yes. No matter what its subject matter, each clinic teaches the essential skills of planning, problem solving, strategic thinking, ethics, and client relations, among many others, which are transferable to any kind of law that you might practice.

**3. May transfer students take a clinic?**

Transfer students may apply to clinic after matriculating at Georgetown if they meet all of the required prerequisites. Since clinic registration takes place in March and April, this means that transfer students will almost always participate in clinic during their third year.

**4. May LL.M. students take a clinic?**

No. Clinics are open to JD students only.

**5. May part-time students take a clinic?**

Part-time students who will have the required number of credits, will have completed the prerequisites, and can devote the required number of hours to clinic are encouraged to apply. Part-time students may enroll in most (but not all) clinics before taking Criminal Justice, Property, and the first year elective. The Criminal Defense and Prisoner Advocacy Clinic, Criminal Justice Clinic, and Juvenile Justice Clinic all have a different rule, noted in the chart on the preceding page of this handbook.

**6. May students who work for the government take a clinic?**

Because of conflict-of-interest statutes (see 18 U.S.C. §§205, 207), it is possible that students with part-time or full-time jobs with the Federal government may not be eligible to participate in the Appellate Litigation Clinic, Appellate Courts Immersion Clinic, the Center for Applied Legal Studies, the Criminal Defense and Prisoner Advocacy Clinic, the Criminal Justice Clinic, the Federal Legislation and Administrative Clinic, the Affordable Housing Transactions Clinic, the Public Policy Clinic, the Institute for Public Representation (all sections), or Law Students in Court. Students with part-time or full-time jobs with the District of Columbia government or the U.S. Attorney's Office for the District of Columbia may not be eligible to participate in the Juvenile Justice Clinic, the Affordable Housing Transactions Clinic, the Public Policy Clinic, or the Institute for Public Representation (all sections). Students who are uncertain about the application of this rule to them should consult the clinic director or Assistant Dean of Experiential Education Rachel Taylor ([rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)) to discuss their particular situation before applying to a clinic.

**7. May JD/MBA candidates take a clinic?**

There are special rules applicable to JD/MBA candidates designed to avoid conflict between the MBA Global Business Experience and clinic participation. Please contact Assistant Dean of Experiential Education Rachel Taylor ([rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)) for details.

**8. What does Student Bar Certification entail?**

Many clinics require students to be certified to engage in the limited practice of law in the District of Columbia under the D.C. Student Practice Rule. (See the chart earlier in this handbook to determine which clinics require this.) To become certified, students must 1) complete an application to the court and 2) answer a series of questions regarding previous violations of the law, current substance abuse or mental health issues, past delinquency in financial obligations, experience as a party in any civil or family law matters etc. In the vast majority of cases, affirmative answers to these questions will not stand in the way of Student Bar Certification, but disclosure is required nonetheless. For a full list of questions see <http://www.law.georgetown.edu/academics/academic-programs/clinical-programs/our-clinics/DC-Student-Bar-Certification.cfm>. Students with questions or concerns about this process should contact Assistant Dean of Experiential Education Rachel Taylor ([rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)) to discuss their situation.

**9. How are students selected for a clinic?**

Each clinic has its own method of selection. Most clinics choose students based solely on the strength of the application submitted, but the Criminal Defense and Prisoner Advocacy Clinic, Criminal Justice Clinic, and Juvenile Justice Clinic also fill some seats through lottery.

**10. Can a student take more than one clinic while in law school?**

Students may not participate in a second clinic unless that clinic remains undersubscribed after all other students have been offered the opportunity to join. Participating in two clinics in the same academic year is prohibited.

Those planning to practice in New York should note that New York State Bar admission rules permit students to take a maximum of 30 semester hours of credits in clinics, field placement courses, and externships. Applicants should consult the jurisdiction in which they plan to take the bar to see if similar rules apply. For assistance in obtaining information regarding the rules in other jurisdictions, students may contact Professor Michael Frisch, who is Georgetown Law's Ethics Counsel ([frischm@law.georgetown.edu](mailto:frischm@law.georgetown.edu)).

## FREQUENTLY ASKED QUESTIONS

### 11. Can students take an externship or practicum course in the semester they do clinic?

No. Clinic students may not concurrently enroll in a practicum course or externship.

### 12. Can a student drop a clinic after accepting his/her seat?

After accepting a fall or full-year clinic seat, a student may drop that clinic ONLY with permission from the clinic director and Jane Aiken, Associate Dean for Experiential Education. Permission is granted only where remaining enrolled in the clinic would cause significant hardship to the student.

A student wishing to drop a spring semester clinic seat may do so no later than 5pm on Wednesday, November 1, 2017 ONLY after meeting with the clinic director and by then notifying Assistant Dean of Experiential Education Rachel Taylor ([rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)) in writing. After 5pm on November 1, 2017, a student may drop a spring semester clinic ONLY with permission from the clinic director and Jane Aiken, Associate Dean of Experiential Education. Permission will be granted only where remaining enrolled in the clinic would cause significant hardship to the student.

In the absence of permission to drop a clinic, a student failing to participate in the clinic to which he or she was admitted will receive a grade of F for the appropriate number of credits.

Additionally, in the absence of a showing of special hardship, students taking full year clinics may not obtain any credit unless they remain in the clinic for the full academic year and complete all required work. If the clinic director and Dean Aiken permit a student to withdraw from a clinic prior to completing the clinic requirements, the amount of credit received for work the student has completed will be determined by the clinic director. Credits for year-long clinics are allocated in accordance with a fixed formula set by the faculty on the basis of classroom seminars, skills training and field work. No additional credits will be awarded regardless of the amount of time or effort involved in fulfilling clinic obligations.

### 13. How does the waitlist process work?

If a student is admitted to a clinic, s/he is not placed on any waitlists. A student who is not admitted to any clinic is automatically placed on the waitlist for each clinic s/he ranked (or, if s/he indicated s/he would like to be considered for all vacancies, on the waitlist of all clinics).

If a clinic seat opens up, that clinic will select a student from the waitlist. If the seat cannot be filled in this way, the Assistant Dean of Experiential Education will solicit additional student applications via broadcast email.

### 14. How long am I responsible for my cases or other clinic assignments?

Each clinic determines the duration of a student's responsibility. Clinic students are generally expected to work for their clinic until the end of the examination period unless the clinic director has established a shorter period. In some cases, the needs of clinic clients will require that a student perform some tasks after the semester ends. In other cases, students may request an extension to complete a project. In either case, an extension form must be filled out before the examination period begins and will be effective only upon review and signature of Associate Dean Jane Aiken. If a tribunal or legislative body has continued a clinic case for hearing beyond the period of the student's clinic enrollment, Dean Aiken will generally grant an extension until the completion of the hearing. Except in unusual cases, an extension requested for any other reason will not be approved if it exceeds one month from the end of the examination period. If an extension is approved, grades will be submitted to the Registrar's office within three weeks after the extension expires. In some cases, a clinic director may permit a student who wishes to handle a case that will not conclude until after the semester ends to continue representation.

### 15. How are students graded?

Clinics grade in accordance with a historical curve (a historical average of all clinic grades). Final examinations are not given. Rather, student evaluations are based on performance of the lawyering tasks associated with the representation of a client and on a student's ability to learn from those experiences. Most (but not all) clinics provide students with three or four separate grades for different elements of the students' work (i.e., seminar, case work, professionalism etc.). The faculty of each clinic determines the specific criteria upon which students are evaluated. While the faculty is ultimately responsible for determining students' grades, fellows may participate in the grading process as well.

### 16. What should a student do if s/he has or suspects s/he has a disability that may affect their experience in a clinic?

Because of the nature of clinic work, students with disabilities may encounter a need for accommodations in clinics that may be different from those previously established as appropriate for other courses. The kind of accommodations will depend on the particular clinic's area of practice and may vary from clinic to clinic. Therefore, students registered with the Law Center's Office of Disability Services or who suspect that they may have a disability that could affect their experience in a clinic should consult Assistant Dean of Experiential Education Rachel Taylor ([rst@law.georgetown.edu](mailto:rst@law.georgetown.edu)) and/or the Director of Disability Services, Mara Bellino ([mcb260@georgetown.edu](mailto:mcb260@georgetown.edu)). We advise that students consult Dean Taylor and/or Mara Bellino as soon as possible, ideally before applying to clinics, so they can factor the relevant considerations regarding accommodations into their clinic selection process.

## APPLICATION CHECKLIST

- Read clinic descriptions at [www.law.georgetown.edu/go/clinic-registration](http://www.law.georgetown.edu/go/clinic-registration)
- Log on to clinic registration website at [www.law.georgetown.edu/go/clinic-registration](http://www.law.georgetown.edu/go/clinic-registration)
- Complete all four sections of the application before **Monday, April 10, at 12:00pm (noon)**:
  1. Background Information
  2. Certify Eligibility/Prerequisites
  3. Rank Clinics
  4. Upload Application Materials:
    - Resume
    - Transcript
    - General Statement of Interest
    - Up to three Clinic-Specific Statements of Interest
- When application is complete, click on “Submit Final Application”

For clinical faculty bios, policies and more, visit: [www.law.georgetown.edu/go/lawexp](http://www.law.georgetown.edu/go/lawexp)

For more information on clinic registration, visit: [www.law.georgetown.edu/go/clinic-registration](http://www.law.georgetown.edu/go/clinic-registration)