



DUQUESNE UNIVERSITY  
SCHOOL OF LAW  
TRIBONE CENTER FOR CLINICAL  
LEGAL EDUCATION

2018-2019

Clinic & Program Course Descriptions  
and  
Externship Information

# TRIBONE CENTER FOR CLINICAL LEGAL EDUCATION

Civil Rights Clinic  
Education Law Clinic  
Family Law Clinic  
Federal Litigation Clinic  
Juvenile Defender Clinic  
Veterans Clinic

Unemployment Compensation Clinic  
Criminal Prosecution Program  
Public Defender Adult Program  
Public Defender Juvenile Program  
PA Innocence Project  
General Externships

## CLINIC AND PROGRAM REGISTRATION PROCEDURES AND DEADLINES

*Important Dates for 2018-2019 Clinic Applications*

DATE	ACTION ITEM
3/15/18	Registration Form and Resume due for Clinics and Programs <b>by 5:00pm</b>
3/16-3/23	Interviews @ Tribone Center
3/26/18	Tribone Center Notification of Decision
3/28/18	Confirmation of Acceptance by Student Due <b>by 5:00pm</b>
TBA	Clinic Orientation at Tribone Center – Boot Camp

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

- a. Preference will be given to 3Ds, 4Es, and 4PTDs, followed by 2Ds, 3Es and 3 PTDs. Within those groups, preference will be given to students who have not previously taken a clinic or program.
- b. Wait lists will be maintained. No student may be on more than one clinic wait list.
- c. No student may participate in more than one clinic, simulation course or externship during a semester without permission of the Academic Status Committee.
- d. Students may not take any clinic or any program more than once.
- e. Students who fail to complete a two-semester long clinic will receive no credit. Students who fail to complete a semester-long clinic will receive no credit.
- f. Students should consult the Academic Bulletin for other applicable rules.
- g. Credits earned in Clinics, Programs and Externships count towards the six (6) credit experiential requirement for graduation.
- h. Please review both Fall and Spring course schedules when submitting your schedule for the next academic year.

APPLICATIONS WITH RESUMES MUST BE E-MAILED OR RETURNED IN PERSON TO THE TRIBONE CENTER TO [licciardellos@duq.edu](mailto:licciardellos@duq.edu) OR TO ROOM 304 IN THE TRIBONE CENTER.

## 2-SEMESTER CLINICS

280 Hrs. to be Completed over 2 Semesters (10 Hrs. per Week)

6 Credits (3 Academic and 3 Non-Traditional)

### **CIVIL RIGHTS CLINIC**

***Tracey McCants Lewis, Esq.-Associate Clinical Professor / Supervising Attorney***

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

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

Qualified students may be certified and may have the opportunity to present and argue motions, appear at hearings, lead mediations and present at Fact Finding Conferences. Students will also travel to Harrisburg for Pardon Hearings. Transportation will be provided.

NOTE: Some local travel by students is required.

### **EDUCATION LAW CLINIC**

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

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

NOTE: Some local travel by students may be required.

### **FAMILY LAW CLINIC**

***Katherine Norton, Esq.-Assistant Clinical Professor / Supervising Attorney***

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

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

## **FEDERAL LITIGATION CLINIC**

***Adrian Roe, Esq., Samuel Simon, Esq.***  
***-Adjunct Clinical Professors /Supervising Attorneys***

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

NOTE: Some local travel by students may be required. Typically provided.

## **JUVENILE DEFENDER CLINIC**

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

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

## **VETERANS CLINIC**

***Daniel Kunz, Esq.-Adjunct Clinical Professor / Supervising Attorney***

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

NOTE: Some local travel by students may be required.

### **1-SEMESTER CLINIC**

**140 Hrs. to be Completed over 1 Semester (10 Hrs. per Week)**

**3 Credits (1.5 Academic and 1.5 Non-Traditional)**

**Students MUST register separately for Fall & Spring Semesters.**

## **UNEMPLOYMENT COMPENSATION CLINIC**

***Michael D. Simon, Esq., and Justin Romano, Esq.***  
***- Adjunct Clinical Professors / Supervising Attorneys***  
***Tracey McCants Lewis, Esq., Associate Clinical Professor / Supervising Attorney***

This one-semester clinic assists low-income clients with unemployment compensation matters. Students receive hands-on training interviewing clients, reviewing claims, applying the rules of evidence, preparing cases, and appearing before administrative judges.

NOTE: Some local travel by students may be required.

## 2 SEMESTER PROGRAMS / PROJECTS

280 Hrs. to be Completed over 2 Semesters (10 Hrs. per Week)

6 Credits (3 Academic and 3 Non-Traditional)

### **CRIMINAL PROSECUTION PROGRAM**

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

This 2-semester program provides students with an on-site externship and classroom instruction covering all facets of criminal law from a suspect's arrest through the trial and post-trial stages. Students rotate through the DA's office in accordance with the topics being covered in the coursework.

### **PUBLIC DEFENDER ADULT**

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

This 2-semester program is designed to provide students with an understanding of the process of criminal defense while offering practical experience working with adult persons accused of crimes. Students learn the stages of a criminal case, and have the opportunity to prepare, file, and argue motions, handle preliminary hearings before district justices, and participate in diverse interactions with the court.

### **PUBLIC DEFENDER JUVENILE**

***Turahh Jenkins, Esq. - Adjunct Clinical Professor / Supervising Attorney***

In this 2-semester program, students gain a comprehensive understanding of the juvenile justice system and how juvenile delinquency cases progress through the court system. Experiences include conducting client interviews, developing defense strategies with attorneys drafting motions and representing clients in detention, disposition, and review hearings.

### **PA INNOCENCE PROJECT**

***Elizabeth DeLosa, Esq. - Adjunct Clinical Professor / Supervising Attorney***

Students work with the project's legal staff to exonerate those who have been convicted of crimes they did not commit and prevent the innocent from being convicted. While investigating innocence claims and pursuing judicial appeals, students gain interviewing and legal writing skills, as well as an understanding of scientific evidence and admissibility rules.

NOTE: Some local travel by students may be required.



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**Clinic / Program Acceptance and Commitment Agreement**

Student name \_\_\_\_\_

Student year & division in **Fall 2018** (3D or 4E, 2D, 3E, or 3 PTD etc.) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Duq. Email \_\_\_\_\_

Other Email \_\_\_\_\_

Clinic / Program \_\_\_\_\_

***PLEASE READ AND SIGN***

I recognize that registration in a Tribone Center for Clinical Legal Education Clinic or Program demands a serious time commitment (students are expected to complete a minimum of 10 hours per week) and involves live legal work on actual cases for which I will be responsible.

I recognize that this Clinic / Program will be a major commitment during my enrollment. I understand that I may not be engaged in work or extracurricular activities that interferes with my obligations to the Clinic, my clients, and colleagues. I further recognize that the number of students enrolled in the Clinic is limited and fixed. Enrollment in the Clinic cannot be increased or decreased once the semester begins.

I agree that upon my acceptance of the offer of admission to the above named clinic or program course, I will not thereafter choose to drop the course except for compelling reasons and with the permission of the Clinic Director and the Associate Dean.

I also agree to attend the mandatory clinic orientation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## SAMPLE EXTERNSHIP OFFERINGS 2018-2019

More than 300 clinical externships are available with courts, non-profit organizations, hospitals, and state and federal government agencies. This list provides only a summary of some of the eligible placements:

- Allegheny County Bar Pro Bono
- Allegheny County Department of Human Services
- Allegheny County District Attorney's Office
- Allegheny County Solicitor
- Allegheny County Office of Conflict Counsel
- Allegheny County Office of the Public Defender
- Butler County Public Defender's Office
- Christian Legal Aid
- City of Pittsburgh – Department of City Planning
- Civil Law Project of Women's Center & Shelter
- Commonwealth Court of PA
- Community Justice Project
- Court of Common Pleas of Allegheny County
- Court of Common Pleas of Butler County
- Court of Common Pleas of Cambria County
- Court of Common Pleas of Mercer County
- Court of Common Pleas of Westmoreland County
- Disability Rights Network
- Fair Shake Legal Services
- Federal Circuit Court
- Jewish Family & Children's Service Immigration Project
- KidsVoice
- Laurel Legal Services, Inc.
- National Labor Relations Board Region Six
- Neighborhood Legal Services Association
- PA Department of Environmental Protection Office of Chief Counsel
- PA Human Relations Commission
- PA Innocence Project (35-40 hours Summer Only)
- PA Institutional Law Project
- PA Office of the Attorney General
- Pittsburgh Commission on Human Relations
- Pittsburgh Zoning Hearing Board
- Point Park University
- Robert Morris University
- Superior Court of PA
- Supreme Court of PA
- U.S. Attorney's Office
- U.S. Department of the Interior
- U.S. District Court for the Western District of PA
- UPMC
- Washington County District Attorney's Office
- Washington County Public Defender's Office

Full-Time Externships are available in Washington, DC, Harrisburg, and the Netherlands. Please contact Professor Norton for more information.

## EXTERNSHIP INTEREST FORM

Some general requirements for participation in the externship program include, but are not limited to the following:

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

All Fall/Spring Externships are 1-3 credits, semester-long, Pass/Fail courses requiring 46-140 hours of work over the 14-week semester. Summer Externships are for 1-6 credits, Pass/Fail courses requiring 46-280 hours of work over the summer. The externships take place at a government, judicial or non-profit entity. All externships have a mandatory seminar component.

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

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

Student Name: \_\_\_\_\_

Student Year & Division (3D, 4E, 2D, 3E, 4PTD, etc.): \_\_\_\_\_

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

List any specific placement of interest (i.e. NLSA, 3<sup>rd</sup> Circuit): \_\_\_\_\_

Semester / Year of Externship:        SUMMER                FALL                SPRING

Availability for meeting with Professor Grace Orsatti or Professor Katherine Norton: \_\_\_\_\_

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**Please submit this completed form to the law clinic office at the Tribone Center for Clinical Legal Education or email to Prof. Grace Orsatti [orsattig@duq.edu](mailto:orsattig@duq.edu) or Prof. Katherine Norton at [nortonk1@duq.edu](mailto:nortonk1@duq.edu). It may also be dropped off at the law school's front desk to be delivered to the law clinic office.**



**DUQUESNE UNIVERSITY SCHOOL OF LAW TRIBONE CENTER FOR CLINICAL LEGAL EDUCATION  
2018 – 2019 IN-HOUSE CLINICS AND PROGRAMS REGISTRATION FORM**

<b>2 SEMESTER CLINICS</b> 280 Hrs. to be Completed Over 2 Semesters (10 Hrs. per Week) 6 Credits (3 Academic and 3 Non-Traditional) – year-long courses	Check three; Please provide your order of preference
<b>Civil Rights Clinic – 8 Students – Professor McCants Lewis</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Tuesdays 4:00 – 5:40 pm AND must be available the 2<sup>nd</sup> Friday of the Month from 1:00 – 2:30 pm AND the 4th Friday of the Month from 1:00 – 3:00 pm</i>	_____
<b>Education Law Clinic – 8 Students – Professor Sizemore-Thompson</b> <i>Class Meeting Times: Tuesdays 6:00 – 7:40 pm</i>	_____
<b>Family Law Clinic – 8 Students – Professor Norton</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Wednesdays 4:00–5:40 pm AND must be available for at least one time period weekly (either Wednesdays 9:00 am – 2:00 pm OR Fridays 9:00 am – 2:00 pm)</i>	_____
<b>Federal Litigation Clinic – 8 Students – Professors Roe and Simon</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Time: Thursdays 6:00 -7:40pm</i>	_____
<b>Juvenile Defender Clinic – 8 Students – Professor Sizemore-Thompson</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Tuesdays 4:00 – 5:40 pm</i>	_____
<b>Veterans Clinic – 8 Students – Professors Kunz and Rago</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Weds. 4:00–5:40 pm AND must be available Weds. 9 am – 4 pm</i>	_____
<b>1 SEMESTER CLINIC</b> 140 Hrs. to be Completed Over 1 Semester (10 Hrs. per Week) 3 Credits (1.5 Academic and 1.5 Non-Traditional) Students MUST register separately for Fall & Spring Semesters.	
<b>Unemployment Compensation Clinic – 8 Students – Profs. McCants Lewis, Simon and Romano</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 6:00–7:40 pm</i>	_____
<b>2 SEMESTER PROGRAMS / PROJECTS</b> 280 Hrs. to be Completed Over 2 Semesters (10 Hrs. per Week) 6 Credits (3 Academic and 3 Non-Traditional)	
<b>Criminal Prosecution Program – 8 Students – Professors DiGiovanni and Spurgeon</b> <i>Prerequisite: Evidence; Certified– 3L, 4E Only</i> <i>Class Meeting Times: Thursdays 4:00 – 5:40 pm</i>	_____
<b>Public Defender Adult Program – 8 Students – Professors Howsie and Steiner</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 4:00 – 5:40 pm</i>	_____
<b>Public Defender Juvenile Program – 8 Students - Professor Jenkins</b> <i>Prerequisite: Evidence</i> <i>Class Meeting Times: Thursdays 4:00-5:40 pm</i>	_____
<b>PA Innocence Project – 4 Students – Professor Delosa</b> <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 6:00–7:40pm</i>	_____

Name \_\_\_\_\_

Please circle enrollment status (2018-2019) 2D, 2E, 3D, 3PTD, 4E, 4PTD

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Duq. Email \_\_\_\_\_ Other Email \_\_\_\_\_

Prerequisites / Co-requisites Completed (Check All that Apply)

\_\_\_\_\_ Constitutional Law \_\_\_\_\_ Family Law \_\_\_\_\_ Corporations \_\_\_\_\_ Evidence

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

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

**\*\* ADMINISTRATIVE USE ONLY \*\***

\_\_\_\_\_ **GPA Verified**

\_\_\_\_\_ **Prerequisites / Co-Requisites Verified**

\_\_\_\_\_ **Interview Scheduled / Conducted**

\_\_\_\_\_ **Confirmation Offer Received**

\_\_\_\_\_ **Confirmation to Supervisor**

\_\_\_\_\_ **Director's Approval**

\_\_\_\_\_ **Sent to Registrar**

**Notes:** \_\_\_\_\_

\_\_\_\_\_

**DUQUESNE UNIVERSITY SCHOOL OF LAW  
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2018 – 2019 IN-HOUSE CLINICS AND PROGRAMS**

**CLINIC SELECTION INSTRUCTIONS**

1. If you are interested in more than one clinic or program, number your choices by placing a “1” on the line of your first choice, a “2” on the line of your second choice and so on for **each** clinic or program you would be interested in taking. Depending on space availability, you may be offered a place of your second or third choice. **Failure to put a 2<sup>nd</sup>, 3<sup>rd</sup> choice, etc., may limit your chances.**
  
2. If you have previously taken a clinic or program, specify which one:  
  
\_\_\_\_\_
  
3. Why have you selected a particular clinic or program? \_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
4. Why do you believe you are well suited for a particular clinic or program? \_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
5. This application (**and a resume**) must be submitted in person or by e-mail by **5:00 p.m. on March 15, 2018**. E-mail applications to [licciardellos@duq.edu](mailto:licciardellos@duq.edu). Late applications will be considered only after applications submitted on time have been considered.
  
6. Students whose names were selected will be notified via e-mail by the end of the day **on March 26, 2018**.
  
7. Priority in enrollment is based on the following criteria:
  - a. Application submitted on time.
  - b. Students who have not previously taken a clinic or program.
  - c. Students who are closest to graduation will be given priority.
  - d. A compelling reason that you want to participate in a particular clinic or program.