



DUQUESNE UNIVERSITY  
SCHOOL OF LAW  
TRIBONE CENTER FOR CLINICAL  
LEGAL EDUCATION

2019-2020

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  
Non-Litigation Transactional Clinic  
Criminal Prosecution Program  
Public Defender Program  
PA Innocence Project  
General Externships

## CLINIC AND PROGRAM REGISTRATION PROCEDURES AND DEADLINES

*Important Dates for 2019-2020 Clinic Applications*

DATE	ACTION ITEM
3/25-4/5/19	Registration opens via banner. Clinic Professors available to answer questions.
4/15/19	Commitment Agreement and Resumes are due.
Saturday Before Classes Begin	Clinic Orientation – 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. Wait lists of 5 students per clinic will be maintained via Banner. If a spot becomes available in the clinic for which you are waitlisted, you will receive notice from the registrar's office. Following that notice, you will have 72 hours to accept the open spot or forfeit your position. If you do not accept the open spot, the next person on the waitlist will be notified. Do not rely on getting into your first choice clinic from the waitlist. Strongly consider signing up for your second choice clinic instead of getting on the waitlist. You may not both be on the waitlist for one clinic and register for another one.
- b. Students may not participate in more than one Clinical Program (in-house clinic, specialized externship program or general externship) at a time, except as approved by the Academic Status Committee at the recommendation of the Director of Clinical Legal Education. However, students may participate in more than one Clinical Program throughout their legal education.
- c. Students who register for a two-semester clinic, must complete both semesters.
- d. Students should consult the Academic Bulletin for other applicable rules.
- e. Credits earned in Clinics, Programs and Externships count towards the six (6) credit experiential requirement for graduation.
- f. Please review both Fall and Spring course schedules when submitting your schedule for the next academic year.

COMMITMENT AGREEMENT WITH RESUME 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.-Adjunct Clinical Professor / Supervising Attorney***  
***Barbara Griffin, Esq.-Adjunct 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.

NOTE: Students must be available the fourth Friday of the month from 11:30am-1pm and the second Friday of the month from 1-2:30pm. Some local travel is required. Students may also travel to Harrisburg for Pardon hearings and transportation will be provided.

### **EDUCATION LAW CLINIC**

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

Students in the Education Law Clinic will represent parents and children in school discipline and special education matters. Some students who have been removed from school will have accompanying delinquency matters, so students from this course may work with students from the Juvenile Defender Clinic. Students will attend client intake meetings, IEP meetings, school discipline informal and formal hearings, Due Process hearings and other meetings and hearings. Qualified students may represent children in school disciplinary, suspension, expulsion or alternative education placement hearings.

NOTE: Some local travel by students may be required. Students should be available during some school hours (7am-3pm) for meetings and hearings. Days vary.

### **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).

NOTE: Students must be available for at least one time period weekly (either Wednesdays 9am-2pm or Fridays 9am-2pm) to meet with clients.

## **FEDERAL LITIGATION CLINIC**

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

Students will provide legal representation to indigent clients with appeals before the U.S. Court of Appeals for the Third Circuit. Students will also participate in all aspects of litigating a civil case before the U.S. District Court for Western Pennsylvania. Students will make actual appearances in court proceedings including depositions, court hearings, and oral arguments.

NOTE: Some local travel by students may be required and typically provided. Night students are welcome. However, students need to be available 2-3 times per semester for additional day-time client work (i.e. meetings, depositions, or hearings). Students must complete evidence by the spring semester.

## **JUVENILE DEFENDER CLINIC**

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

The Juvenile Defender Clinic is a holistic, client-centered delinquency defense clinic. Students will practice in Allegheny County Family Court's Juvenile Division. 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.

NOTE: Students should try to have openings in their schedule on Monday, Tuesday and Thursday. Hearing times vary.

## **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. Students need to be available Wednesdays for Veterans Court.

## 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*

This one- to two-semester clinic assists low-income clients with unemployment compensation claims. Students receive hands-on training in handling their clients' cases, involving interviewing clients as well as all aspects of preparing and litigating their clients' cases before Unemployment Compensation Referees (administrative judges), offering evidence, making objections, as well as taking appeals as necessary. The Clinic can be taken for either one or two semesters.

NOTE: Some local travel by students may be required as well as some availability during the week to attend hearings.

### **TRANSACTIONAL CLINIC (NEW – TO COME)**

**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 Honorable 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 PROGRAM**

***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.

## **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. In addition to the 2-hour weekly seminar, students are required to perform at least 10 hours per week at the Project office.



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**Clinic / Program Acceptance and Commitment Agreement**

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

Student year & division in **Fall 2019** (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 2019-2020

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 Orsatti 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  
2019–2020 IN-HOUSE CLINICS AND PROGRAMS INFORMATIONAL SHEET**

<p><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</p>	
<p><b><u>Civil Rights Clinic</u></b> – 8 Students – Professor McCants Lewis and Griffin <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></p>	_____
<p><b><u>Education Law Clinic</u></b> – 8 Students – Professor Sizemore <i>Class Meeting Times: Tuesdays 6:00 – 7:40 pm</i></p>	_____
<p><b><u>Family Law Clinic</u></b> – 8 Students – Professor Norton <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) – flexibility in this schedule is available, please consult Professor Norton</i></p>	_____
<p><b><u>Federal Litigation Clinic</u></b> – 8 Students – Professors Roe and Simon <i>Co-requisite: Evidence</i> <i>Class Meeting Time: Thursdays 6:00 -7:40pm</i></p>	_____
<p><b><u>Juvenile Defender Clinic</u></b> – 8 Students – Professor Sizemore <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Tuesdays 4:00 – 5:40 pm</i></p>	_____
<p><b><u>Veterans Clinic</u></b> – 8 Students – Professors Kunz and Rago <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></p>	_____
<p><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 &amp; Spring Semesters.</p>	
<p><b><u>Unemployment Compensation</u></b> – 8 Students – Professors Simon and Romano <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 6:00–7:40pm</i></p>	_____
<p><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)</p>	
<p><b><u>Criminal Prosecution Program</u></b> – 8 Students – Professors DiGiovanni and Spurgeon <i>Prerequisite: Evidence; Certified– 3L, 4E Only</i> <i>Class Meeting Times: Thursdays 4:00 – 5:40 pm</i></p>	_____
<p><b><u>Public Defender Program</u></b> – 8 Students – Professors Howsie and Steiner <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 4:00 – 5:40 pm</i></p>	_____
<p><b><u>PA Innocence Project</u></b> – 4 Students – Professor Delosa <i>Co-requisite: Evidence</i> <i>Class Meeting Times: Thursdays 6:00–7:40pm</i></p>	_____

