

Getting Help While Giving Back

How to successfully start and utilize a law student intern program

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Overview

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Introduction



Why Work With Law Students?

- Investment Up Front with Big Payout Later
  - Saves money
  - Students provide valuable skills
- Giving Back to the Legal Community
  - Providing training and experience
  - Sharing your professionalism and values
  - Recruiting and supervising benefits students
- Students Are Motivated to Help
  - Experience
  - Exposure
  - Networking



Interns vs. Externs- What's the Difference?

Interns

- No school credit
- Can be unpaid
- Or Paid



Externs

- Students receive school credit
- Always unpaid
- They often work during the academic year



Recruiting Basics (Part I)



- Posting a Position
  - Local Law School Career Services Websites
  - Simplicity & FloRecruit
  - Potential Fees
- When to Recruit
  - Semester Internships (or Externships)
  - Summer Intern or Externships

Recruiting Basics (Part II)

- Job Postings
  - Application materials (resume, cover letter, transcript, writing sample, etc.)
  - Year in law school
  - Number of hours expected
  - Splitting summers
  - Type of experience/prior courses required
  - Whether the position is paid or unpaid
- Interviews
  - OCI
    - In person
    - Virtual
  - Resume Collection
    - Interviewers hosted in-person or virtually



What to Provide Your Students

- Workstation
  - Workspace
  - Computer and credentials
- Schedule
- Supervisors
  - For written work
  - For student practice in court
- Written Assignments
  - Appropriate for student skill level
  - Variety of assignments
  - Feedback
- Mentoring
  - Shadowing and observing
  - Regular individual meetings
  - Examples or Go Bys for written work product



Onboarding New Students

- Orientation
  - Day 1 for all new students
  - Provide a written copy of orientation materials
- Background Checks
- General Office Policies/Do's and Don'ts
  - Dress code
  - Use of office resources
  - Professionalism and conduct expectations
- Sexual Harassment or Employee Dispute Policies
  - Should mirror your office handbook/policies
- Conflicts and Confidentiality
  - Conflicts check
  - Confidentiality agreement
  - Cybersecurity Awareness



Supervising Students: The Basics

- Generally- supervision is necessary especially when students interact with clients, client's family, court personnel, etc.
- Training and Mentorship
  - Regular individual meetings
  - Training sessions
- Student Practice
  - NC Bar
  - EDNC Local Rules



Supervising Students: Avoiding Pitfalls

- Avoiding the 3 Main Complaints
  - Busy Work/Idle Time
  - Lack of Response to Communication
  - Isolation



Supervising Students: What Can They Do?

- Writing Assignments
  - Research Memoranda
  - Motions- Pretrial or Trial Pleadings
  - Trial Support
  - Appellate Briefs
- Student Practice-
  - Participating in Client Meetings
  - Duty Court
    - Initial appearances
    - Detention hearings (all or part)
  - District Court Hearings

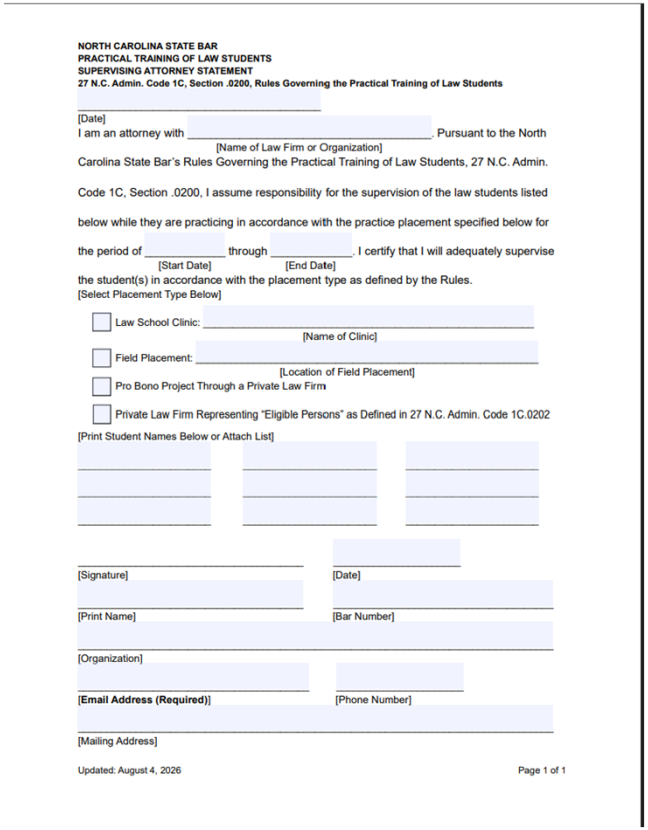


Student Practice Certification: State of North Carolina



- North Carolina State Bar Student Practice Certification Requirements (27 N.C. Admin. Code 1C.0203)
  - Be enrolled as a J.D. or LL.M. student in an approved law school
  - Have approval in writing from their law school
  - Be supervised by an NC-licensed attorney
  - Read the North Carolina Rules of Professional Conduct
  - Neither ask for nor receive any compensation of any kind from any eligible person to whom services are rendered
  - Submit the following forms all at once:
    - Certification Regarding the Rules of Professional Conduct
    - Supervising Attorney Statement Form
    - Law School Representative Form 2025

NC Bar Supervising Attorney Statement Form



NORTH CAROLINA STATE BAR
PRACTICAL TRAINING OF LAW STUDENTS
SUPERVISING ATTORNEY STATEMENT
27 N.C. Admin. Code 1C, Section .0200, Rules Governing the Practical Training of Law Students

[Date]

I am an attorney with _____. Pursuant to the North
[Name of Law Firm or Organization]

Carolina State Bar's Rules Governing the Practical Training of Law Students, 27 N.C. Admin. Code 1C, Section .0200, I assume responsibility for the supervision of the law students listed below while they are practicing in accordance with the practice placement specified below for the period of _____ through _____. I certify that I will adequately supervise
[Start Date] [End Date]
the student(s) in accordance with the placement type as defined by the Rules.

[Select Placement Type Below]

☐ Law School Clinic: _____
[Name of Clinic]

☐ Field Placement: _____
[Location of Field Placement]

☐ Pro Bono Project Through a Private Law Firm

☐ Private Law Firm Representing "Eligible Persons" as Defined in 27 N.C. Admin. Code 1C.0202

[Print Student Names Below or Attach List]

_____ _____ _____
_____ _____ _____
_____ _____ _____

_____ _____
[Signature] [Date]

_____ _____
[Print Name] [Bar Number]

_____
[Organization]

_____ _____
[Email Address (Required)] [Phone Number]

_____
[Mailing Address]

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Student Practice Certification: Eastern District of North Carolina



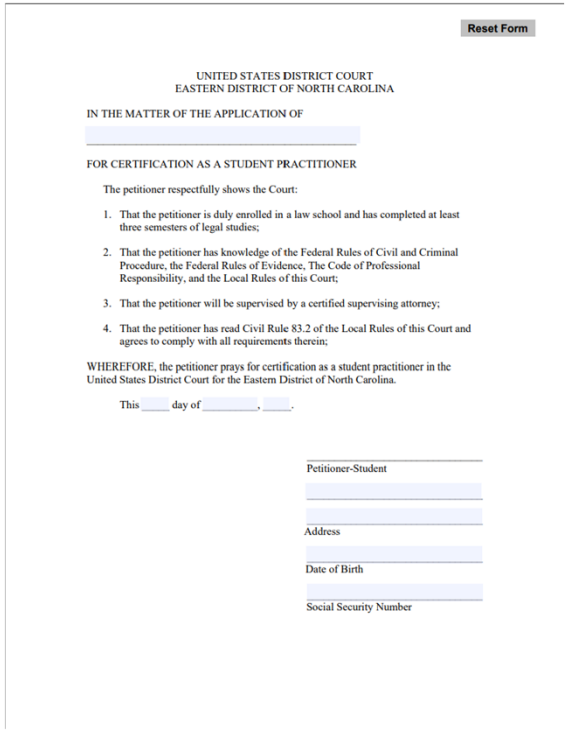
- EDNC Student Practice Certification Requirements (Local Rule 83.2(b))
  - Be duly enrolled in a law school accredited or provisionally accredited by the American Bar Association
  - Have completed at least three semesters of legal study
  - Have knowledge of the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility, and the EDNC local rules
  - Be supervised by a supervising attorney as defined in subsection (c) of the rule

Student Practice Certification: Eastern District of North Carolina

- EDNC Supervising Attorneys Requirements (Local Rule 83.2(c))-
  - Either (i) have faculty or adjunct faculty status at a law school at which a portion of the supervisor's duties includes supervision of students in a clinical program; or (ii) be a member of the bar of the EDNC court for at least two years, who in the determination of the court, is competent to carry out the role of supervising attorney
  - Be admitted to practice in the EDNC
  - Be certified by the court as a student supervisor
  - Be present with the student at all times in court, and at other proceedings in which testimony is taken
  - Co-sign all pleadings or other documents filed with the court assume full personal and professional responsibility for a student's guidance and any work undertaken and for the quality of the student's work and be available for consultation with represented clients
  - Assist and counsel the student in activities mentioned in subsection (e) of this rule, and review such activities with the student, to the extent required for proper practical training of the student and the protection of the client; and
  - Supplement oral or written work of the student as necessary to ensure proper representation of the client.



EDNC Student Practice Forms



Reset Form

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA

IN THE MATTER OF THE APPLICATION OF

_____

FOR CERTIFICATION AS A STUDENT PRACTITIONER

The petitioner respectfully shows the Court:

1. That the petitioner is duly enrolled in a law school and has completed at least three semesters of legal studies;
2. That the petitioner has knowledge of the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, The Code of Professional Responsibility, and the Local Rules of this Court;
3. That the petitioner will be supervised by a certified supervising attorney;
4. That the petitioner has read Civil Rule 83.2 of the Local Rules of this Court and agrees to comply with all requirements therein;

WHEREFORE, the petitioner prays for certification as a student practitioner in the United States District Court for the Eastern District of North Carolina.

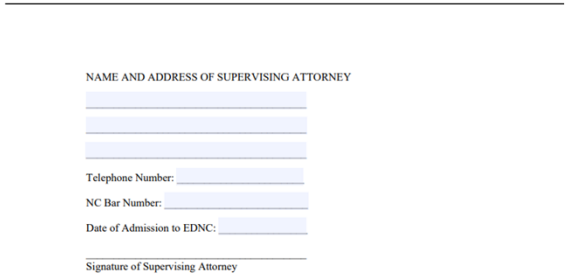
This ____ day of _____, ____.

_____
Petitioner-Student

_____
Address

_____
Date of Birth

_____
Social Security Number



NAME AND ADDRESS OF SUPERVISING ATTORNEY

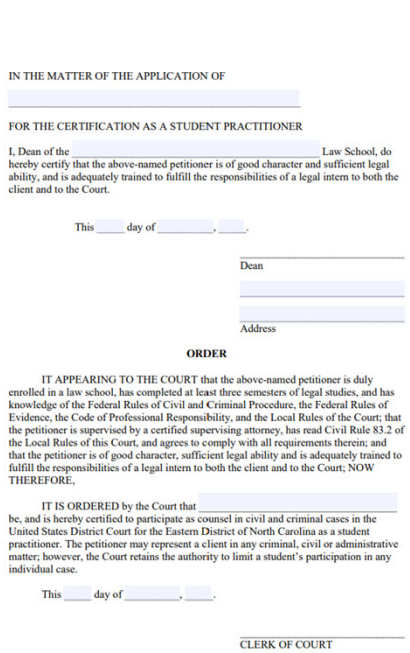
_____
_____
_____

Telephone Number: _____

NC Bar Number: _____

Date of Admission to EDNC: _____

_____
Signature of Supervising Attorney



IN THE MATTER OF THE APPLICATION OF

_____

FOR THE CERTIFICATION AS A STUDENT PRACTITIONER

I, Dean of the _____ Law School, do hereby certify that the above-named petitioner is of good character and sufficient legal ability, and is adequately trained to fulfill the responsibilities of a legal intern to both the client and to the Court.

This ____ day of _____, ____.

_____
Dean

_____
_____
Address

ORDER

IT APPEARING TO THE COURT that the above-named petitioner is duly enrolled in a law school, has completed at least three semesters of legal studies, and has knowledge of the Federal Rules of Civil and Criminal Procedure, the Federal Rules of Evidence, the Code of Professional Responsibility, and the Local Rules of the Court; that the petitioner is supervised by a certified supervising attorney, has read Civil Rule 83.2 of the Local Rules of this Court, and agrees to comply with all requirements therein; and that the petitioner is of good character, sufficient legal ability and is adequately trained to fulfill the responsibilities of a legal intern to both the client and to the Court; NOW THEREFORE,

IT IS ORDERED by the Court that _____ be, and is hereby certified to participate as counsel in civil and criminal cases in the United States District Court for the Eastern District of North Carolina as a student practitioner. The petitioner may represent a client in any criminal, civil or administrative matter; however, the Court retains the authority to limit a student's participation in any individual case.

This ____ day of _____, ____.

_____
CLERK OF COURT

Resources

- NC Bar Website-
  - Home > For Lawyers > Bar Programs > Law Student Practice Certification
  - Home > For Lawyers > Ethics and Governing Rules > Governing Rules
  - Contact: studentpractice@ncbar.gov
- EDNC Local Rules-
  - EDNC Local Civil Rule of Practice and Procedure 83.2, “Student Practice”
  - Applications for admission (PDF) are filed in person with Clerk of Court
- Local Law Schools- (Check the For Employers Tab)
  - Campbell University (Raleigh)
  - Duke University (Durham)
  - NC Central University (Durham)
  - UNC Law School (Chapel Hill)

Questions?

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Thank You!