**JOHN JAY LEGAL SERVICES**

**PACE LAW SCHOOL**

**SUMMER 2015 EXTERNSHIP APPLICATION**

**Instructions**

The following externships are being offered in the Summer 2015 semester:

* Corporate Law Externship
* Criminal Justice Externship
* Honors Prosecution Externship
* Judicial Externship
* Legal Services Externship

Please read the course descriptions carefully before applying. With the exception of the Corporate Law Externship, you must obtain your own placement for the summer. All students must be in good academic standing at the end of the spring semester in order to receive credit for an externship. ABA rules limit participation in for-credit externships to students who have successfully completed 28 credits in law school.

Application Process

1. Submit a completed JJLS application.
   * + **Pace Law Students:** You must submit your application and required attachments on TWEN. The name of the TWEN course is “John Jay Legal Services Summer 2015 Applications.”
     + **Visiting Students** **ONLY:** You may e-mail your application and attachments to [rwalker@law.pace.edu](mailto:rwalker@law.pace.edu).
2. **The deadline for applications for the Corporate Law Externship is Monday, March 9 at 5 p.m.**
3. **The deadline for all other programs is Thursday, April 16 at 5 p.m.** Students are encouraged to apply as soon as they have secured a placement.
4. You will be contacted for an interview.
5. You will be notified by e-mail of the professor's decision. At that time, you will be asked to confirm your acceptance and will be allowed to register for the course. You must register **in person** at the Registrar's Office or by e-mail ([jwolf@law.pace.edu](mailto:jwolf@law.pace.edu) or <nrodriguez@law.pace.edu>).
6. Students who apply after the deadline will be accepted only if there is space available after all students who applied in a timely way have been accommodated.

**NOTE:** These procedures do not apply to the Environmental Litigation Clinic which has its own application procedures. See <http://www.law.pace.edu/application-pace-environmental-litigation-clinic>