

CIVIL PLACEMENTS (Updated 4/9/09)

1. **American Civil Liberties Union of Virginia**
Rebecca K. Glenberg, Esquire
Legal Director
530 East Main Street, Suite 310
Richmond, VA 23219
Telephone: (804) 644-8080

2. **American Red Cross**
Reginald Gordon, Esquire
Greater Richmond Chapter
420 E. Cary Street
Richmond, VA 23219
Telephone: (804) 780-2277

3. **Attorney General's Office of Virginia/Antitrust and Consumer Litigation Division**
David B. Irvin, Esquire
Senior Assistant Attorney General & Chief
Antitrust and Consumer Litigation Division
Supreme Court Building
900 East Main Street
Richmond, VA 23219
Telephone: (804) 786-4047

4. **Attorney General's Office of Virginia/Civil Litigation Division Employment Law Section**
Ronald N. Regnery, Esquire
Senior Assistant Attorney General
Supreme Court Building
900 East Main Street
Richmond, VA 23219
Telephone: (804) 786-5632

5. **Attorney General's Office of Virginia/Mental Health & Health Services Section**
Matthew M. Cobb, Esquire
Assistant Attorney General
Supreme Court Building
900 East Main Street
Richmond, VA 23219
Telephone: (804) 225-4028

6. **Chesapeake Bay Foundation (Not Available Fall 2009)**
Joseph J. Tannery, Esquire
Virginia Staff Attorney
Capitol Place
1108 East Main Street, Suite 1600
Richmond, VA 23219
Telephone: (804) 780-1392

7. **Children's Justice Center**
Cheryl Jakim Frydrychowski, Esquire
Co-Director
Courthouse Commons
4122 East Parham Road, Suite B
Richmond, Virginia 23228
Telephone: (804) 501-0171
8. **Commonwealth Mediation Group**
Morna P. Ellis, Esquire
Director
2108 West Laburnam Avenue, Suite 220
Richmond, VA 23227-4300
Telephone: (804) 254-2664
9. **Department of Environmental Quality**
Angela Jenkins, Esquire
Assistant Director of Legislative and Legal Affairs
629 East Main Street
P.O. Box 1105
Richmond, VA 23219
Telephone: (804) 698-4268
10. **Henrico County Attorney's Office**
J.T. (Tom) Tokarz, Esquire
Senior Assistant County Attorney
P.O. Box 27032
Richmond, VA 23273
Telephone: (804) 501-4351
11. **Internal Revenue Service**
Mary Ann Waters, Esquire
Associate Area Counsel
Office of Chief Counsel
Small Business/Self Employed
600 Main Street, Suite 1601
Richmond, VA 23219
Telephone: (804) 916-3935
12. **Legal Aid Justice Center**
Lisa A. Bennett, Esquire
Managing Attorney
Student Advocacy Project
123 East Broad Street
Richmond, VA 23219
Telephone: (804) 643-1086 Ext. 103
13. **Office of the City Attorney** (Third Years only)
Ramona L. Taylor, Esquire
Assistant City Attorney
Richmond Juvenile and Domestic Relations District Court
23 South 13th Street, Suite 100
Richmond, VA 23219
Telephone: (804) 646-3448

14. **Office of the Secretary of Natural Resources (Not Available Fall 2009)**
Commonwealth of Virginia
Nikki M. Rovner, Esquire
Deputy Secretary of Natural Resources
1111 East Broad Street
Richmond, VA 23219
Telephone: (804) 786-0044

15. **Southern Environmental Law Center (Not Available Fall 2009)**
Sarah Francisco, Esquire
Staff Attorney
201 West Main Street, Suite 14
Charlottesville, VA 22902-5065
Telephone: (434) 977-4090

16. **United States Attorney's Office**
Debra J. Prillaman, Esquire
Assistant United States Attorney
United States Department of Justice, Eastern District of Virginia
Suite 1800, Main Street Centre
600 East Main Street
Richmond, VA 23219
Telephone: (804) 819-5400

17. **United States Equal Employment Opportunity Commission**
Suzanne L. Nyfeler, Esquire
Senior Trial Attorney
Richmond Local Office
830 East Main Street, Suite 600
Richmond, Virginia 23219
Telephone: (804) 771-2215

18. **Virginia Commonwealth University/Health System Authority**
Jean F. Reed, Esquire
General Counsel
Office of the General Counsel
Stephen Putney House, 1st Floor
P.O. Box 980240
Richmond, VA 23298-0240
Telephone: (804) 828-9010

19. **Virginia Commonwealth University/Office of the General Counsel**
David L. Ross, Esquire
General Counsel
1010 East Marshall Street
P.O. Box 116, MCV Station
Richmond, VA 23298-0116
Telephone: (804) 828-6610

20. **Virginia Community College System**
Rita R. Woltz, Esquire
System Counsel and Assistant Attorney General
System Counsel's Office
James Monroe Building
101 North 14th Street
Richmond, VA 23219
Telephone: (804) 819-4906

21. **Virginia Employment Commission**
Susan Batte, Esquire
Administrative Law Judge, Commission Appeals
703 East Main Street
Richmond, VA 23219
Telephone: (804) 786-1485

22. **Virginia Office for Protection and Advocacy**
Julie Kegley, Esquire
Staff Attorney
1910 Byrd Street, Suite 5
Richmond, VA 23230
(804) 225-2042 (Voice/TTY)

23. **Virginia Poverty Law Center**
Christie Marra, Esquire and Susheela Varky, Esquire (Family Law Placement)
Staff Attorney
700 East Franklin Street, Suite 14T1
Richmond, VA 23219
Telephone: (804) 782-9430, ext. 16

Kathy Pryor, Esquire (Elder Law Placement)
700 East Franklin Street, Suite 14T1
Richmond, VA 23219
Telephone: (804) 782-9430, ext. 14

Jay Speer, Esquire (Consumer Law Placement)
Acting Executive Director
700 East Franklin Street, Suite 14T1
Richmond, VA 23219
Telephone: (804) 782-9430, ext. 12

24. **Virginia State AFL-CIO (Not Available Fall 2009)**
Gary W. Kendall, Esquire
General Counsel
3315 West Broad Street
Richmond, VA 23230
Telephone: (804) 355-7444 (local) or
1-800-451-1288 (Charlottesville)
25. **Virginia State Bar Disciplinary Department**
James M. McCauley, Esquire
Ethics Counsel
707 East Main Street, Suite 1500
Richmond, VA 23219-2803
Telephone: (804) 775-0565
26. **Virginia State Corporation Commission**
Mary Beth Williams, Esquire
Associate General Counsel
1300 East Main Street
Richmond, VA 23219
Telephone: (804) 371-9671

American Civil Liberties Union of Virginia
530 East Main Street
Suite 310
Richmond, VA 23219
(804) 644-8080

Field Instructor:

Rebecca K. Glenberg, Esquire
Legal Director

Program Description:

The ACLU of Virginia is the state affiliate of the American Civil Liberties Union, one of the oldest and largest public interest groups in the United States. Founded in 1920, the ACLU's first mission was protecting the speech rights of pacifists during the World War I era. Since then, the ACLU has been involved in all the great individual rights struggles of the century, and its lawyers have appeared before the U.S. Supreme Court more often than anyone but the federal government.

The Virginia ACLU and its four full-time staff do a wide variety of civil rights and civil liberties advocacy work, from press and public education to litigation of important civil rights and civil liberties issues under federal and state constitutional and statutory law.

Most of the ACLU's cases concern freedom of speech, press, religion and assembly; the rights of the accused; the rights of privacy and of access to information; conditions of prison and jail confinement; and decisions based on race, gender, religion, sexual orientation, and disability. Funding comes chiefly from individual and foundation contributions, and funds raised by the national ACLU are shared with the affiliates in each state based on the size of their membership.

The Virginia ACLU has only one lawyer on staff, but its legal work is aided by lawyers in private practice across the state who take ACLU cases pro bono as "cooperating attorneys." The ACLU develops, sponsors and funds its cases, and either co-counsels the litigation with a cooperating lawyer or goes to court without outside counsel. Clients are never charged for ACLU representation, but the ACLU chooses its cases based on the principles at stake, not the financial status of the client.

Placement Description:

A student in this placement will work closely with the supervising attorney. He/She will be an integral part of the legal program, and will contribute as much and in as many ways as his/her time, interest, and ability allow. The student will assist in the development of ACLU cases from initial intake, through interviews, factual investigation and legal research, to the actual writing of pleadings if and when litigation ensues. The wide variety of constitutional issues and the fast-paced, all-hands-on-deck office setting make this an exciting and intellectually rich, if not always predictable, place to work.

Most of the vast number of requests for ACLU assistance are rejected by letter, after careful screening, and the student will provide valuable research, writing, and investigative help with this all-important process in simple and difficult cases alike. Many requests for ACLU assistance take time, investigation, and legal research to evaluate for the presence of significant and litigable civil liberties issues.

Cases that do present such issues are considered for presentation to the legal panel, a lawyers' committee of the Virginia ACLU Board, that meets monthly to discuss cases and strategies in depth. The student may also assist in the preparation of legal panel mailings and written and oral presentations, and take part in case discussions. The student may help develop board-approved cases into actual lawsuits. Many matters are disposed of informally by negotiation or other means, however, the student's role can extend into these functions as well.

Cases that wind up in court present a variety of challenges. Because ACLU litigation typically involves imminent threats, or harms already occurring, to the exercise of constitutional rights, suits to enforce those rights must often be handled quickly. Tough legal issues can arise that call for virtually instant response, often in unsympathetic forums, testing the skill, commitment and dedication of all who participate.

Above all, the student will have the daily experience of confronting and of trying real cases to help solve some of the most significant constitutional problems of the day.

Prerequisite:

Constitutional Law

Preferred Courses:

Constitutional Law, Advanced Constitutional Law, First Amendment Law, and other constitutional law courses, Criminal Procedure, Civil Rights and Federal Courts.

Attorney General's Office of Virginia
Antitrust and Consumer Litigation Division
Supreme Court Building
900 East Main Street
Richmond, VA 23219
(804) 786-4047

Field Instructor:

David B. (Dave) Irvin, Esquire
Senior Assistant Attorney General and Chief

Program Description:

1) The Office of the Attorney General

The Attorney General is one of three statewide elected officials in the Commonwealth of Virginia, and serves as the chief legal advisor to the Governor, General Assembly and state agencies. The Office of the Attorney General provides a wide variety of legal services on behalf of Virginia's state government. The duties and powers of the Attorney General are defined by state law, and include: (1) providing legal advice and representation in civil matters to the Governor and every state agency, board, commission, department and institution; (2) representing the Commonwealth in criminal appeals before the Court of Appeals and the Supreme Court of Virginia; (3) representing the interests of Virginia consumers by appearing before governmental agencies and by recommending legislative actions; (4) providing official opinions to members of the General Assembly and local government officials; (5) defending the constitutionality of state laws; (6) collecting money owed to state agencies, hospitals and universities; (7) conducting or assisting criminal investigations and prosecutions in such matters as Medicaid fraud, money laundering, theft of state property and computer crimes; (8) representing the Department of Social Services and custodial parents in child support enforcement cases; (9) supervising the appointment and payment of private attorneys hired by state agencies for various matters; and (10) assisting victims of crime by ensuring their right to be notified of appellate proceedings.

To accomplish this complex mandate, the Attorney General supervises one of the largest law firms in the Commonwealth. The full-time staff includes a chief deputy attorney general, four deputy attorneys general and about 140 assistant attorneys general, 40 additional full time lawyers appointed as special counsel to particular agencies, and 100 legal assistants, legal secretaries and other professional support staff. The Office of the Attorney General is structured very much like a private law firm, with sections devoted to legal specialties.¹ The Office's active caseload averages about 5,000 cases at any given time, and each year the Office handles some 16,500 lawsuits and administrative hearings and provides hundreds of hours of legal advice and assistance to the more than 240 state agencies, boards and commissions.

¹The Civil Litigation and Commerce Division includes the Antitrust and Consumer Litigation, Employment Law, Insurance and Utilities, Real Estate and Construction, Trial and Financial Law Sections. The Public Safety and Enforcement Division includes the Criminal Litigation, Correctional Litigation and Special Prosecutions Sections. The Health, Education and Social Services Division includes the Education, Medicaid and Social Services, and Mental Health Sections, the Division of Child Support Enforcement, and University Counsel. The Technology Division includes the Computer Crimes Unit and the Transportation Section.

One of the unique challenges of the Office of the Attorney General is to meet increasing client demands with limited resources. Internship programs afford the Office additional resources to provide high quality legal services and offer an opportunity to showcase its greatest resource - a cadre of talented and experienced professionals who are eager to foster the professional development of law students.

2) The Antitrust and Consumer Litigation Section

The Antitrust and Consumer Litigation Section has the dual responsibility of enforcing statutes that protect Virginia consumers from deception and misrepresentation and antitrust laws that protect business and consumers from behavior that defeats healthy competition. The Section primarily handles complex litigation matters and has eight staff members to carry out its myriad responsibilities—four attorneys, one legal assistant, two consumer specialists and one secretary. The duties and powers of the Section include: (1) conducting civil investigations; (2) filing civil cases in state and federal courts to enjoin illegal conduct and to recover monetary losses incurred as a result of such conduct; (3) administering the distribution of settlement funds to Virginia citizens; (4) responding to consumer inquiries; (5) offering public information services to better educate consumers; and (6) reviewing, developing and presenting legislative proposals relating to antitrust and consumer protection issues. The Section also enforces statutes relating to charitable solicitations, governmental fraud, consumer finance, charitable trusts and non-profit conversions, and serves as counsel to the Virginia Office of Consumer Affairs.

As an intern in the Antitrust and Consumer Litigation Section, a student may have an opportunity to do several of the following:

- C Interview witnesses and summarize witness statements
- C Investigate target businesses
- C Review, index and summarize discovery materials
- C Research legal issues and draft memoranda
- C Attend investigatory meetings or settlement conferences
- C Assist in preparation for and attend depositions, hearings or trials
- C Administer consumer refund programs
- C Research and draft new legislation

Preferred Courses:

Antitrust Law, Consumer Law, Evidence and Civil Procedure

Parking Provided.

Attorney General's Office of Virginia/Civil Litigation Division
Employment Law Section
Supreme Court Building
900 East Main Street
Richmond, VA 23219
(804) 786-5632

Field Instructor:

Ronald N. Regnery, Esquire
Senior Assistant Attorney General

Program Description:

The Attorney General (AG) is one of the three state-wide elected officials of the Commonwealth. Under Virginia law, the AG is the chief executive officer of the Department of Law. The principal duties of the AG are to give advice and to render official advisory opinions to designated officials; to provide all legal service in civil matters for the Commonwealth, the Governor and every agency of the Commonwealth; to represent the Commonwealth in criminal appeals and habeas corpus petitions before state and federal courts; and to represent the interests of Virginia's citizens as consumers by appearing before governmental agencies, such as the State Corporation Commission, and by recommending legislation.

The Office of the Attorney General is the Commonwealth's law firm, providing a wide variety of legal services on behalf of Virginia's government and its citizens. As one of the largest law firms in the state, the scope of legal work compares with that of large private firms. Some aspects of our practice, however, are unique to the public sector, such as drafting legislation, preparing official opinions of the Attorney General, and representing citizens' interests as permitted by law.

The Office is divided into six divisions, each of which is handled by a Deputy Attorney General. Each Division is organized into sections, headed by Senior (Chief) Assistant Attorneys General. The Employment Law Section is one of five sections within the Civil Litigation Division of the Office.

Internship programs give us additional resources to provide high quality legal services to our clients. Internships also give us an opportunity to share our greatest resource: talented and experienced professionals who are eager to foster the professional development of law students.

Placement Description:

Placement with the Employment Law Section will involve providing support for the attorneys and legal assistant advocates who defend employment related litigation brought against the Commonwealth and state officials. The work of the Section is primarily involved in litigation, both in court and before administrative hearing officers. The work to be assigned to students in this placement will involve cases pending in federal courts throughout Virginia, as well as administrative and state court practice.

The Section consists of five attorneys, three legal assistant advocates, a paralegal and two legal secretaries. Students will be supervised by the Section Chief, but will be given work assignments with other attorneys and legal assistant advocates in the Section as well.

Students will be given assignments designed to expose them to the "real world" of litigation, including attending depositions, hearings and trials. In most cases, motions for summary judgment supported by legal briefs and affidavits will be prepared after discovery has been concluded. Actual trial work involves a mix of court and administrative litigation. Students will also be taken to witness interviews and meetings with clients. Additional duties will include research related to active cases,

drafting pleadings and briefs, participating in written discovery and writing case summaries for the Section's annual case law updates. The placement will also expose the student to appellate practice before the Fourth Circuit Court of Appeals, including assisting the attorneys with drafting briefs, participating in moot court exercises and attending oral argument.

The placement may also include working with the Section in defending state agencies in hearings before hearing officers under the State Employee Grievance Procedure. Because representation in these hearings may be provided by non-attorneys (as a statutory exemption to the prohibition against the unauthorized practice of law), the student intern may assist in representing state agencies in these hearings without being required to be certified under 3rd year practice rules.

Because it is anticipated that the students will participate actively with the attorneys, they will be expected to dress appropriately for a law office setting. Students will be expected to possess excellent research, communication and writing skills.

The supervising attorney shall be responsible for managing this placement in coordination with the University of Richmond Law School's Clinical Program Director. The attorney will review each student's work product and evaluate work performance throughout the term of the placement.

Preferred Courses and Training:

Employment Law and Federal Civil Procedure

Third Year Practice Certificate

**Attorney General's Office of Virginia
Mental Health & Health Services Section
Supreme Court Building
900 East Main Street
Richmond, VA 23219
(804) 225-4028**

Field Instructor:

Matthew M. Cobb, Esquire
Assistant Attorney General

Program Description:

The Attorney General of Virginia is one of the three state-wide elected officials of the Commonwealth. Under Virginia law, the Attorney General is the chief executive officer of the Department of Law. Chapter 5 of Title 2.2 of the Code of Virginia sets forth legislatively prescribed duties of the Office. Noteworthy among these code provisions are Sections 2.2-505, 2.2-507, and 2.1-511. The first requires the Attorney General to render official advisory opinions on the law to the Governor, members of the General Assembly, any state judge, members of the State Corporation Commission, Commonwealth Attorneys, county attorneys, circuit court clerks, sheriffs, local government treasurers, and heads of state agencies, departments, bureaus, boards, and institutions. The second referenced section of the Code, 2.2-507, generally requires the Attorney General to provide all legal services, including litigation defense, in all civil matters involving the Commonwealth, the Governor, and every state agency, department, institution, commission, board, bureau, official, court, judge, or other entity or state official and employee. The last referenced Code provision, Section 2.2-511, generally prescribes the Attorney General's authority in criminal cases, and specifically provides that in appeals from the circuit courts to the Court of Appeals, and appeals from the Court of Appeals to the Virginia Supreme Court, he shall appear and represent the Commonwealth.

The Office is divided into six divisions, each of which is headed by a Deputy Attorney General. Each division is organized into sections, headed by Senior (Chief) Assistant Attorneys General. The Mental Health and Health Law Section is one of the sections within the Health, Education and Social Services Division.

The Office enjoys a reputation for providing high quality legal work to all of its clients, and its lawyers enjoy the respect of members of the bar and judges throughout the Commonwealth. Most lawyers employed in the Office are career government attorneys, dedicated to their chosen areas of practice. Intern programs render additional resources to the Office, and afford Assistant Attorneys General opportunities to share their knowledge, skills and abilities with law students.

Placement Description:

The Mental Health and Health Law Section consists of eight attorneys in addition to the Section Chief. Students will be supervised by the Field Instructor, but may be given other work assignments with other attorneys in the Section as well.

It is anticipated that the clinical student will be responsible for a wide variety of research in the health law areas, including federal and state law pertaining to maintenance and disclosure of medical records. Currently, the Field Instructor is assigned as legal counsel to the Board of Health and Virginia Department of Health. The Field Instructor provides comprehensive legal advice and representation to the State Health Commissioner in all matters, including judicial appeals, relating to Certificates of Public Need for hospital construction, renovation or expansion, and durable medical equipment (MRI's, CAT Scanners, lithotripsy units, etc.). The Field Instructor routinely provides advice to the Health Department regarding employment matters, subpoenas, and the Freedom of Information Act.

He also represents the Health Department's Center for Quality Health Care and Consumer Protection which provides regulatory oversight to medical care providers including acute care facilities, long term care facilities, hospitals and nursing facilities. Additionally, the Field Instructor serves on the office's team for reviewing action taken by non-profit entities to dispose of their assets pursuant to Virginia Code sections 55-531 and 55-532.

Preferred Courses:

Health, Administrative, and Constitutional law courses would be useful, but students interested in this area of law who may not have taken courses in these fields are still encouraged to apply.

Chesapeake Bay Foundation (Not Available Fall 2009)
Capitol Place
1108 East Main Street, Suite 1600
Richmond, VA 23219
(804) 780-1392

Field Instructor:

Joseph J. Tannery, Esquire
Virginia Staff Attorney

Program Description:

The Chesapeake Bay Foundation (“CBF”) is the nation’s leading regional environmental organization and the largest, independent conservation organization working to improve the health and productivity of the Chesapeake Bay. Established in 1967, CBF has a staff of approximately 170 employees working across the watershed, from the Annapolis headquarters and three state offices in Harrisburg, Annapolis and Richmond, to the southern Bay office in Norfolk, the Eastern Shore office in Salisbury, Maryland and the Anacostia office in Washington, D.C. CBF also operates 16 outdoor environmental education-training centers located in Pennsylvania, Maryland, the District of Columbia, and Virginia. The organization has an annual budget of approximately \$21 million. Support comes from more than 194,000 active members, several hundred foundations and corporations, generous individuals, and tuition revenues from field trips.

Placement Description:

Students who want to work with CBF need to have a passion for environmental protection law, an eagerness to learn a variety of substantive and procedural matters, an attitude of professional responsibility, and a willingness to participate as an integral member of the CBF staff. **Students should be interested in assuming project responsibility and leadership.** Students will be responsible for first hand involvement with state agency and EPA personnel, taking the lead in making recommendations for the direction of projects, and writing initial drafts of documents.

Activities also involve a broad range of policy, legislative, regulatory, and legal matters. Interns have the opportunity to:

- prepare policy positions and presentations, draft legislation, and monitor legislative study committees
- monitor new legislation and new permits
- develop procedures for analyzing permits by working with scientific and legal staff
- investigate and critique implementation of state laws and regulations, as well as regional policy matters
- assist in preparation of administrative petitions, amicus briefs, and litigation documents
- attend conferences (e.g. on national wetlands policies or conservation easement appraisals), work sessions, and state legislative meetings
- experience on-the-ground activities (e.g. delineation of foreign or invasive wetland plants, tour of industrial facilities)
- conduct legal research on a broad range of environmental issues
- manage legal projects (e.g. conservation easement negotiation and drafting, permit reviews)

Interns at CBF serve on project teams which include not only legal staff, but also scientists, lobbyists, public relations staff, and land planners. As team participants, interns will be given much independence and responsibility.

Work often involves some travel within the state of Virginia, working with lawyers and staff from other environmental organizations or governmental agencies. The willingness to work occasionally in the field or attend field-based meetings and conferences is therefore desirable. Access to a car is preferred.

Specialized Training:

Interns are required to attend at least one of CBF's educational field trips (canoeing, work boat, skipjack, etc.) for a direct experience with the natural resources CBF strives to protect.

Required Course:

Environmental Law or other environmental law coursework.

Preferred Course:

Administrative Law. Candidates with an undergraduate degree in biology, environmental science, planning, etc., or previous experience working in an environmental science capacity are also preferred.

Parking Provided: Only as available.

**Children's Justice Center
Courthouse Commons
4122 East Parham Road, Suite B
Richmond, Virginia 23228
(804) 501-0171**

Field Instructor:

Cheryl Jakim Frydrychowski
Co-Director

Program Description:

The mission of the Children's Justice Center ("CJC") is dedicated to improving the lives of at-risk youth in the Metropolitan Richmond area by providing comprehensive legal and advocacy services free of charge or at reduced cost. Targeted children include those who are experiencing challenges in the community as a result of unmet needs for services due to disabilities, mental health problems, child abuse, delinquency, or foster care and those children whose behavior, conduct, or condition presents or results in a serious threat to their well-being and physical safety (CHINS).

The CJC seeks to maintain at-risk youth in the community by: 1) reducing the number of out-of-home placements and custodial relinquishments due to unmet mental health and special education needs; 2) reducing the number of foster care placements and/or placements in progressively more restrictive settings for those children already living in out-of-home placements; and 3) when applicable, facilitating the prompt return of children to the community and/or achievement of their permanent foster care goals.

Placement Description:

Students working with the CJD will conduct intake interviews with potential clients and families, assess relevant legal issues, and prepare legal action plans and interventions. Students will gain experience advocating with community agencies, and communicating and negotiating with attorneys and court service personnel. Students with Third Year Practice Certificates may represent clients in administrative hearings and meetings and, on occasion, in court.

Commonwealth Mediation Group
2108 West Laburnum Avenue, Suite 220
Richmond, VA 23227-4300
(804) 254-2664

Field Instructor:

Morna P. Ellis, Esquire
Director, Commonwealth Mediation Group, Inc.

Program Description:

Commonwealth Mediation Group, Inc. (CMG) provides mediation and dispute resolution services and training to courts and individuals primarily in Richmond City and surrounding counties. Morna Ellis is the Director of CMG and oversees and coordinates all aspects of the company.

CMG currently serves, under contract with the Supreme Court of Virginia, as coordinator of mediation services for the following courts:

- Judicial District 13, Chesterfield County: Juvenile & Domestic Relations Court, General District Court, and Circuit Court
- Judicial District 6, Hopewell, Prince George, Surry, Sussex, Brunswick, and Dinwiddie: Juvenile & Domestic Relations Court, General District Court, and Circuit Court
- Judicial District 14, Henrico County: General District Court, Circuit Court

As coordinator, CMG is responsible for liaising with judges and court personnel in each of the courts served to develop, maintain and coordinate an effective and efficient mediation program and to provide appropriate reporting to the Supreme Court of Virginia, Office of Dispute Resolution.

CMG also provides mediation services for each of the above courts and for the City of Richmond, Hanover and Petersburg Juvenile and Domestic Relations Courts and other courts upon request.

CMG provides private mediation services for both civil and family related disputes and offers the following mediation training programs, approved by the Supreme Court of Virginia:

20-hour Basic Mediation Skills	20-hour Family Mediation
12-hour Circuit Court Civil Mediation	12-hour Circuit Court Family Mediation
4-hour Virginia Judicial System	8-hour Screening for Domestic Violence

CMG also provides mentorship opportunities to appropriately qualified individuals seeking mediator certification.

Morna Ellis serves as the Administrator of the Virginia Mediation Network, a non-profit organization serving the needs of mediators and the mediation community throughout Virginia, including coordinating two major conferences each year, in the spring and fall each year.

Placement Description:

Placement with Commonwealth Mediation Group will involve providing support to the mediators and administrative personnel. Mediations may take place at various court locations throughout the Richmond Metropolitan area or at the office.

CMG has 8 associate mediators, an office manager and several part-time office personnel. The Director will supervise students, assignments will be coordinated through the office manager, and there will be the opportunity to work with a variety of mediators. All CMG mediators are certified by the Supreme Court of Virginia and most are approved mentors for those seeking mentorship to complete mediation certification training.

Students will have the opportunity to gain an understanding of the mediation process and how it fits within the litigation process. They will be involved in all aspects of the mediation process including screening, scheduling, record keeping and reporting.

Students will have the opportunity to take the 20-hour basic mediation training course if offered by CMG during their clinical placement. Students who have completed an approved 20-hour Basic Mediation training program will have the opportunity to take the 20-hour Family Mediation training if offered by CMG during the clinical placement. All students will have the opportunity to observe family and civil mediation sessions. Students who have completed approved mediation training will have the opportunity to co-mediate cases and receive mentorship.

Students will be expected to dress appropriately whether at the office or in a court setting. Students will be expected to have excellent research, communication, and writing skills.

The Director shall be responsible for managing this placement in coordination with the University of Richmond Law School's Clinical Program Director. The Director will review each student's work product and evaluate work performance throughout the term of the placement.

Department of Environmental Quality
629 Main Street
P.O. Box 1105
Richmond, Virginia 23219
(804) 698-4268

Field Instructor:

Angela Jenkins, Esquire
Assistant Director of Legislative and Legal Affairs

Program Description:

The Department of Environmental Quality (“DEQ”) implements regulatory programs and other programs to improve and protect the Commonwealth’s air quality and water quality and ensure sound waste management practices.

Placement Description:

Interns will be involved in a broad range of policy, legislative, regulatory and legal matters. Duties are likely to include legal and policy research as well as drafting correspondence, memoranda, and legislation. Students may be asked to prepare testimony or speeches, make presentations, attend meetings with state legislators or agency staff, and monitor state agency and legislative studies. The internship will include opportunities to interact with government agency staff and interest groups.

Preferences:

Interns must possess excellent writing and research skills and an interest in conservation or environmental protection. Knowledge of state and federal environmental law is essential, and familiarity with state and federal government and basic ecology are helpful.

Required Course:

Environmental Law

Preferred Course:

Administrative Law

No Parking Provided: But a GRTC bus pass can be provided.

Henrico County Attorney's Office
P.O. Box 27032
Richmond, VA 23273
(804) 501-4351

Field Instructor:

J. T. (Tom) Tokarz, Esquire
Senior Assistant County Attorney

Program Description:

The Henrico County Attorney's Office has 11 full-time attorneys and 7 support staff personnel.

In the land use and real property areas, the office is responsible for advising the Department of Planning, the Real Property Department, and other County departments involved in the land development process, such the Department of Public Works, Department of Public Utilities, and the Department of Building Inspections. In addition, the office advises County inspectors in the Department of Planning and Department of Community Revitalization who investigate complaints of violations of the Henrico County Code. The office litigates land use appeals, appears before the Board of Zoning Appeals, and prosecutes misdemeanor violations of the Henrico County Code. The office also provides legal advice to the Board of Supervisors and the Planning Commission.

The field instructor has 17 years of experience in the land use area, and the County Attorney has over 27 years of experience in land use matters. Assistant County Attorney Rhysa South has primary responsibility for the office's real property work.

Placement Description:

The field instructor will coordinate the student's daily activities, which may include occasional assignments from other attorneys in the office.

Because of the office's practice, a substantial amount of the work will be in the real property area. Therefore, the field instructor and Mrs. South will assist the student in acquiring a working knowledge of Virginia's land development and real property processes. The student will perform legal research, conduct client and witness interviews, draft pleadings and other documents, and may have an opportunity to observe both criminal and civil proceedings. Students who have their Third Year Practice Certificate will have the opportunity to handle their own cases under the supervision of the field instructor.

Students who handle cases will be responsible for preparing the case for trial, presenting opening and closing statements, and conducting direct and cross-examination of witnesses.

Time Commitment:

Because the land use and real property work of the office does not generally require court appearances, the student may work a flexible schedule. The office is generally open between 7:30 and 5:00 every day.

Conclusion:

The Henrico County Attorney's Office has worked with a number of summer interns and can provide meaningful work to students interested in land use and real property work.

**Internal Revenue Service
Office of Chief Counsel
Small Business/Self Employed
600 Main Street, Suite 1601
Richmond, VA 23219
(804) 916-3935**

Field Instructor:

Mary Ann Waters, Esquire
Associate Area Counsel

Program Description:

The Internal Revenue Service, Office of Chief Counsel, is the office which handles the legal work for the Internal Revenue Service. The Richmond office covers cases for the state of Virginia. There are about ten attorneys and two paralegals in the office. The student would interact with most of the attorneys over the course of a semester.

Placement Description:

The Office of Chief Counsel handles both tax litigation and collections work. The student will be given a broad range of assignments within these two areas. Tax litigation work involves representing the Service before the United States Tax Court. Depending on the court schedule, there may be trials in Richmond during the semester at which the student would be able to assist the attorney trying the case or, in appropriate cases, appear in court. The Tax Court permits limited practice by law student interns. If there are no trials during the semester, the student will be involved in preparing cases for trial and briefing cases already tried. Additionally, the student may be called upon to review proposed statutory notices of deficiency which are the documents sent to taxpayers notifying them of a determination of the Service that additional taxes have been administratively determined to be due and which form the jurisdictional basis for Tax Court cases.

The work within the Collection Division of the Service has many components. The largest single component is bankruptcy cases. The office represents the Service before the United States Bankruptcy Court in Richmond and works with the United States Attorney's offices to represent the Service in other places where the court sits. The student will assist in the preparation of suit letters to the Department of Justice, review of summonses which have been issued, review of writ of entry requests, and the preparation of advisory opinions on a wide variety of legal matters which affect the collection of taxes.

The student will be asked to do projects which require research and writing. Most of the work will be on cases which are in litigation in either the federal District Court, Bankruptcy Court or the Tax Court. In addition, the student will be given the opportunity to participate in conferences with taxpayers who come to the office seeking to resolve their differences with the Service. The student will be exposed to the role of a government lawyer which is different in many ways from private practice. The goal here is to reach the correct legal result and not to win or lose cases.

Time Commitment:

The weekly schedule of 16 hours per week will preferably include blocks of four hours per day on each workday.

Preferences:

Some background in taxes either through coursework or through practical experience is preferred. Coursework in Creditor's Rights would also be useful. Third year students are preferred.

No Parking Provided.

**Legal Aid Justice Center
Student Advocacy Project
123 East Broad Street
Richmond, VA 23219
(804) 643-1086 Ext. 103**

Field Instructor:

Lisa A. Bennett, Esquire
Managing Attorney

Program Description:

Legal Aid Justice Center is a non-profit organization that provides free legal assistance through its three offices in Charlottesville, Petersburg and Richmond. Its newest office in Richmond will serve the City of Richmond and six surrounding counties and augment services provided by Central Virginia Legal Aid Society, Inc. The agency handles cases involving employment, education, housing, consumer law, migrant worker and other civil rights.

Placement Description:

In this civil advocacy placement, students will interview clients, prepare pleadings and possibly represent clients in one to two administrative hearings before the Virginia Employment Commission in a semester. Additionally, students will work with cases in the JustChildren program by helping children with disabilities access appropriate education services, children with mental health problems access necessary treatment services and children involved in the juvenile court receive the support and services necessary to remain in their communities. Students will be paired with two attorneys and may have experiences to include: grass roots organizing, lobbying, and litigation support in preparation of housing or other poverty-related law suits.

Time Commitment:

Blocks of time are preferred.

Recommended Courses:

All second and third year students are eligible for this placement. While there are no course required as prerequisites for this placement, Employment Law and Evidence are strongly suggested.

No Parking Provided: Free on street parking available.

**Office of the City Attorney
Richmond Juvenile and Domestic Relations District Court
23 South 13th Street, Suite 100
Richmond, Virginia 23219
(804) 646-3448**

Field Instructor:

Ramona L. Taylor, Esquire
Assistant City Attorney

Program Description:

City Attorneys who are assigned to work in the Juvenile and Domestic Relations District Court represent the Richmond Department of Social Services. The Richmond Juvenile and Domestic Relations District Court is the point of origination for all cases within the City of Richmond that involve children, domestic violence, custody disputes, abuse and neglect hearings, foster care and delinquency.

Placement Description:

A student intern will have the opportunity to participate in all activities associated with representing the Richmond Department of Social Services. The student will conduct client and witness interviews, draft pleadings, fill out court orders, review foster care plans and have an opportunity to observe both criminal and civil proceedings. Students who have their Third Year Practice Certificate will have the opportunity to handle their own cases under the supervision of a staff attorney.

Students who handle cases will be responsible for preparing the case for trial, presenting opening and closing statements, conducting direct and cross-examination of witnesses and for following up on court orders. Students may also be asked to participate in research projects and in-house training. Additionally, students may have the opportunity to participate in local conferences and Continuing Legal Education programs.

Time Commitment:

Blocks of time are preferred and will help to insure a positive experience.

Prerequisites:

Students need to have their Third Year Certificates. It is recommended that students have an interest in legal issues that affect children. Additionally, it is suggested that if a student has not already taken a course in Children and the Law, they take it during the placement semester.

No Parking Provided: Students are reimbursed parking expenses at the end of the semester.

Office of the Secretary of Natural Resources (Not Available Fall 2009)
Commonwealth of Virginia
1111 East Broad Street
Richmond, VA 23219
(804) 786-0044
(Fall Only)

Field Instructor:

Nikki M. Rovner, Esquire
Deputy Secretary of Natural Resources

Program Description:

The Secretary of Natural Resources is a member of the Governor's cabinet and oversees 5 major state agencies: the Department of Environmental Quality, the Department of Conservation and Recreation, the Department of Game and Inland Fisheries, the Department of Historic Resources, the Virginia Marine Resources Commission. The secretariat also includes the Virginia Museum of Natural History, the Virginia Council on Indians and the Chippokes Plantation Farm Foundation. The Secretary and his staff advise the governor on natural resources policy decisions, review and comment on legislation and regulations, and assist in the management and operation of the Commonwealth's natural resource agencies.

Placement Description:

Interns must possess excellent writing and research skills and an interest in conservation or environmental protection. Knowledge of state and federal environmental law is essential, and familiarity with state and federal government and basic ecology are helpful. Duties are likely to include legal and policy research, as well as drafting correspondence, memoranda, and legislation. Students may be asked to prepare testimony or speeches, make presentations, attend meetings with state legislators or agency staff, and monitor state agency and legislative studies. The internship will include opportunities to interact with government agency staff and interest groups.

Parking Provided.

Southern Environmental Law Center (Not Available Fall 2009)
201 West Main Street, Suite 14
Charlottesville, VA 22902-5065
(434) 977-4090
(Spring Only)

Field Instructor:

Sarah Francisco, Esquire
Staff Attorney

Program Description:

The Southern Environmental Law Center is a regional, nonprofit, public interest organization committed to providing top quality legal representation in court and before regulatory agencies to environmental and conservation organizations and community groups in the Southeast. SELC is focusing its work in the Southeast on five areas of environmental concern: the coast and wetlands; southern forests, particularly public lands; water pollution; healthy air and energy conservation; and land use and development pattern issues. Our work is concentrated in the Southeastern states of Virginia, North Carolina, South Carolina, Tennessee, Georgia, and Alabama. Our headquarters office in Charlottesville is staffed with ten attorneys. Our Carolinas office in Chapel Hill has ten attorneys and serves North and South Carolina. We have an office in Atlanta with six attorneys. We also have satellite offices in Asheville, North Carolina (two attorneys), Charleston, South Carolina (two attorneys), and Washington, D.C. We usually have attorneys in each main office working in fellowship positions.

Placement Description:

The placement would be in the Charlottesville office of the Southern Environmental Law Center. Students will be supervised by the supervising attorney(s), but can expect work assignments with other attorneys at SELC as well.

Students can expect to do research and writing on issues for litigation or for other advocacy in a substantive area. Depending on the project area, research may include federal and state environmental statutes and regulations, and procedural and evidentiary issues. In addition to doing research, students also participate in strategy sessions and other aspects of case or project management. Students also may be involved in meetings on environmental policy with state government officials and leaders of other environmental groups. There may be opportunities to work on legislative issues during the Virginia General Assembly. SELC strongly believes that learning from actual experience is an important component of legal education.

Preferences:

Students are expected to have excellent research, communication, and writing skills.

Preferred Courses:

Administrative Law and Environmental Law

Parking Provided.

**United States Attorney's Office
United States Department of Justice
Eastern District of Virginia
Suite 1800, Main Street Centre
600 East Main Street
Richmond, VA 23219
(804) 819-5400**

Field Instructor:

Debra J. Prillaman, Esquire
Assistant United States Attorney

Program Description:

The Office of the United States Attorney is a component of the United States Department of Justice. The Richmond office of the United States Attorney for the Eastern District of Virginia employs twenty-five attorneys who perform a wide range of legal services on behalf of the federal government and its numerous agencies. While a primary mission of the office is to enforce the nation's federal criminal laws, four attorneys are engaged full-time in the handling of both affirmative and defensive civil cases involving the United States, its agencies and employees. These attorneys work closely with client agencies to represent the government in a wide range of civil cases, including tort litigation, employment discrimination suits, prisoner cases, commercial litigation and suits which seek to vindicate or challenge the integrity of federal programmatic activities. The Assistant United States Attorney assigned to the case is responsible for handling all aspects of the litigation, including representing the federal defendant at all court proceedings, including motions, hearings, trials and appeals; preparing all motions, including motions to dismiss and for summary judgment; conducting all discovery needed to properly prepare the case for trial; and supervising settlement negotiations.

Placement Description:

Clinical students perform two principal duties in the Office of the United States Attorney. First, it is expected that students will spend a significant portion of their time researching legal issues and writing drafts of legal pleadings. Second, under the United States District Court's Third Year Practice Rule, students may have an opportunity to conduct depositions, argue motions or participate in other court proceedings before the District Court. Such opportunities will be limited, however, and will be dependant upon both the nature of the cases pending in the United States Attorney's Office during the period of the internship and the experience and ability of the intern.

The primary benefit offered by a clinical placement in the Office of the United States Attorney is the opportunity it provides students to share in the functioning of a busy litigation practice. Through the opportunities afforded by the clerkship to observe court proceedings, and the possibility that the intern may have an opportunity to handle matters under the Third Year Practice Rule, students will experience the rigors and rewards of representing a civil litigant in contested judicial proceedings.

Note: The United States Department of Justice only permits United States citizens to serve as interns. Students will be required to undergo a background check, which includes a criminal records and credit check. A copy of a birth certificate or passport is required. Students will also be fingerprinted. The University of Richmond campus police will perform this service at no charge. The type of information required may be found on the Office of Personnel Management's website, www.gsa.gov. See standard form 85. Please see the Director of the CPP for additional details.

Parking Provided.

United States Equal Employment Opportunity Commission
Richmond Local Office
830 East Main Street, Suite 600
Richmond, Virginia 23219
(804) 771-2215

Field Instructor:

Suzanne L. Nyfeler, Esquire
Senior Trial Attorney

Program Description:

The Equal Employment Opportunity Commission (“EEOC”) is a federal agency charged with enforcing the principal federal statutes that prohibit employment discrimination on the basis of race, color, gender, religion, national origin, age or disability. By upholding anti-discrimination laws, the EEOC has helped to promote equal opportunity in the workplace. The EEOC has also played a key role in developing the laws and policies which have been instrumental in eliminating barriers that prevent equal employment opportunities for individuals. Through its enforcement, litigation, education, and outreach activities, the Commission has obtained relief for millions of victims of discrimination and has helped to educate both employees and employers on their rights and responsibilities under the law. By carefully articulating its interpretations of the anti-discrimination laws, the EEOC has influenced the decisions of the United States Supreme Court and the lower federal courts.

Although EEOC has made many significant strides in combating employment discrimination, many challenges remain. The Commission continues to receive charges of discrimination in record numbers. Charges of race discrimination have increased every single decade since Title VII was passed. Sexual harassment charges almost tripled in the 1990s when compared with the previous decade. An area of increasing concern to any enforcement agency that relies, as EEOC primarily does, on charge filing are the number of allegations of retaliation. Retaliation charges have themselves increased steadily every decade and represented almost 20 percent of all charges filed in the 1990s.

The EEOC headquarters is in Washington, D.C. which is where the EEOC General Counsel’s office is located. The General Counsel oversees all of the EEOC’s trial attorneys in field offices located within fifteen districts throughout the country. The Charlotte District office is responsible for overseeing all charges of discrimination filed in offices located in North Carolina, Virginia, Washington D.C. and Greenville, South Carolina. The Regional Attorney for the EEOC’s Charlotte District is responsible for all litigation filed out of the offices within the Charlotte District’s jurisdiction. Attorneys in the Richmond Local office are generally responsible for all litigation filed throughout the Commonwealth of Virginia with the exception of the Tidewater area.

Placement Description:

Placement in the Richmond Local Office will entail providing legal support to the two senior trial attorneys located in this office who are responsible for prosecuting employers charged with violating federal anti-discrimination law. The work is predominantly litigation oriented, but attorneys are also responsible for advising and assisting EEOC investigators as well as conducting outreach to various employers and stake holders throughout the Commonwealth. All cases are filed in the federal court system so the intern will be exposed to federal practice, especially within the Eastern District of Virginia’s ‘rocket docket’ system. The placement will also expose the student to the administrative EEOC process.

Student interns conduct legal research, draft memoranda on various legal issues, analyze documents and other evidence in cases, abstract depositions, draft and organize discovery material and

participate in trial planning. Throughout the semester, student interns may have the opportunity to attend, with the trial attorney, pretrial conferences, settlement conferences, depositions, hearings and trials. Student interns may also work on investigations of individual and class discrimination cases. In performing these duties, interns have the opportunity to work with experienced attorneys, investigators and enforcement managers.

Because it is anticipated that the students will participate actively with the attorneys, they will be expected to dress appropriately for a law office setting. Students will be expected to possess excellent research, communication and writing skills.

The supervising attorney shall be responsible for managing this placement in coordination with the University of Richmond Law School's Clinical Program Director. The attorney will review each student's work product and evaluate work performance throughout the term of the placement.

Preferred Courses and Training:

Employment Discrimination

Federal Civil Procedure

Administrative Law

No Parking Provided.

Virginia Commonwealth University Health System Authority
Office of the General Counsel
Stephen Putney House, 1st Floor
P.O. Box 980240
Richmond, Virginia 23298-0240
(804) 828-9010

Field Instructor:

Jean F. Reed, Esquire
General Counsel

Program Description:

Effective July 1, 1997, pursuant to legislation enacted a year earlier by the General Assembly of Virginia, operation of the Medical College of Virginia Hospitals was transferred from Virginia Commonwealth University to the Medical College of Virginia Hospitals Authority, a public body corporate, political subdivision and instrumentality of the Commonwealth of Virginia. In July 2000, the Authority was renamed the Virginia Commonwealth University Health System Authority (VCU Health System), and membership on its Board of Directors was expanded to include five university physicians. At the present time, the VCU Health System consists of MCV Hospitals, MCV Physicians, University Health Services, Inc. and its subsidiaries, including Virginia Premier Health Plan, Inc.

As stated in the legislation which created the Authority, the missions of MCV Hospitals are to “(i) serve as a general hospital and health care facility, (ii) facilitate and support the health education, research and public service activities of the Health Sciences Schools of the Medical College of Virginia of Virginia Commonwealth University, (iii) provide high quality patient care and other specialized services not widely available in the Commonwealth, including the provision of medical care to indigent patients, (iv) serve as the principal teaching and training hospital for undergraduate and graduate students of the Schools of the Health Sciences Division of Virginia Commonwealth University, and (v) provide a site for faculty members of the Health Sciences Division of Virginia Commonwealth University to conduct medical and biomedical research.” To summarize its statutory mandates, MCV Hospitals serves as a major urban hospital providing care and treatment to thousands of patients each year as well as a university teaching and research facility.

Working within the complex and multi-faceted health care environment which constitutes the VCU Health System, the Office of the General Counsel handles a wide range of legal matters involving both state and federal law. Not surprisingly, daily issues arise with respect to the management and provision of patient care. At the same time, substantial and often sophisticated business transactions must be addressed in the context of a large corporate organization. The Health System’s university affiliation generates questions associated with the provision of graduate medical education to several hundred “housestaff,” and a work force of approximately 6,000 employees frequently presents employment law concerns. In addition, because the VCU Health System is a state entity, its governmental status requires consideration of public sector law and policy in connection with many legal matters. Litigation, including malpractice litigation, is assigned to outside counsel, but court proceedings involving such matters as medical records requests and guardianship petitions for incapacitated patients are handled in-house.

The Office of the General Counsel is located in downtown Richmond in the Old City Hall Building on Broad Street. In addition to the General Counsel, office staff include an associate general counsel, an assistant general counsel, and an administrative assistant/secretary. The Office has access to Lexis and the Internet. Federal and state courts are within walking distance of the Office.

The General Counsel reports to the Chief Executive Officer of VCU Health System and serves at the pleasure of its Board of Directors. Members of the Board are appointed by the Governor, the General Assembly and the Rector of the Board of Visitors of VCU. The President of VCU and the Dean of VCU's School of Medicine also serve as *ex officio* voting members of the Board. Meetings of the Board occur five times each year.

Placement Description:

Given the wide range of legal matters addressed by the Office of the General Counsel, the clinical student will be responsible for a variety of legal research related to health care, employment law, contracts, property, corporate transactions, and constitutional and other governmental issues. The clinical student will be expected to prepare legal memoranda pertaining to any and all of these areas and will be asked to draft contract language and correspondence. Further duties may include representing the Office of the General Counsel at meetings, communicating with physicians and other health care professionals, and contacting outside counsel and other attorneys. Accordingly, a clinical student must possess a professional demeanor as well as excellent research, writing and communication skills. It is expected that the clinical student will dress appropriately for work in a legal office.

Preferred Courses:

Health Care Law and/or Health Administration, Employment Law, Constitutional Law, Civil Procedure, Corporations.

**Virginia Commonwealth University
Office of the General Counsel
1010 East Marshall Street
P.O. Box 116, MCV Station
Richmond, VA 23298-0116
(804) 828-6610**

Field Instructor:

David L. Ross, Esquire
General Counsel

Program Description:

Virginia Commonwealth University is Virginia's largest urban, research university, with over 29,000 students and a work force of approximately 8,500 individuals including its Medical Center personnel. The university is an instrumentality of the Commonwealth of Virginia and includes ten colleges and schools, located on two campuses, the Academic Campus and the MCV Campus. The university maintains a close relationship with the VCU Health System Authority, which is responsible for the management of the teaching hospital associated with the medical school, the Medical College of Virginia Hospitals. Within this large and diverse institution, the Office of the General Counsel handles a vast array of legal matters involving both state and federal legal matters, which present questions of education and employment law as well as contract, government, tort, and property law. In addition, as an instrumentality of state government, the university often confronts issues of constitutional dimension and its health sciences center component requires frequent responses to health care concerns. Although certain specialized matters pertaining to the university are handled by the Office of the Attorney General or outside counsel, (e.g., construction litigation and collections litigation), the Office of the General Counsel represents the university in a variety of other litigation in both state and federal courts, in matters pending before administrative agencies, and in connection with internal grievance or complaint procedures within the university. The General Counsel reports directly to the President of the university. Attorneys serve at the pleasure of the Board of Visitors and the Attorney General.

The Office of the General Counsel for Virginia Commonwealth University is located on the MCV Campus of VCU in the Samuel Putney House at 1010 East Marshall Street, in a suite of offices on the second floor. The office is staffed with three attorneys who are appointed by the Virginia Attorney General as Special Assistant Attorneys General. Support staff includes a legal secretary and a program support technician. The attorneys are members of the National Association of College and University Attorneys and have access to the Internet and Lexis. The office has a small law library as well.

Placement Description:

Within the wide range of legal matters arising in the Office of the General Counsel, the clinical student shall be responsible for conducting legal research, preparing legal memoranda, and drafting court pleadings. Further duties may include assisting in discovery and trial preparation for litigation matters, communicating directly with faculty and administrative staff, and representing the Office of the General Counsel at meetings within the university. Accordingly, an assigned student need to possess a professional demeanor as well as excellent research, writing and communication skills. It is expected that the student will dress appropriately for a legal office setting.

Preferred Courses:

Employment Law, Civil Procedure, Constitutional Law.

Note: A third-year practice certificate is highly recommended.

No Parking Provided.

**Virginia Community College System
System Counsel's Office
James Monroe Building
101 North 14th Street
Richmond, VA 23219
(804) 819-4906**

Field Instructor:

Rita R. Woltz, Esquire
System Counsel and Assistant Attorney General

Program Description:

With 23 colleges operating on 40 campuses throughout the Commonwealth, the Virginia Community College System ("VCCS") is the largest provider of higher education services in the state. In fact, the VCCS educated 63% of all Virginians enrolled as undergraduates in any state public college or university in 2002. The VCCS and each of the colleges comprising it are state agencies. The mission of the VCCS is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business, and community needs of the Commonwealth.

The System Counsel's Office, which is affiliated with the Office of the Attorney General for the Commonwealth of Virginia, handles various legal matters, including those within the areas of education, employment, real estate and construction, public contracting, civil rights and other constitutional law, federal and state regulatory law, torts, and intellectual property. The Office also handles training, and other policy and procedure issues related to the State Board for Community Colleges (the State Board), students, faculty, staff and foundations. The System Counsel reports directly to the Chancellor, and additionally interacts regularly with, and provides advice to, the State Board, the college Presidents, the Executive Vice Chancellor, the Vice Chancellors for Academic Services and Research and Workforce Development, the Assistant Vice Chancellors for Facilities Management Services and Human Resources, and the Director of Internal Audit.

Placement Description:

Clinical students will gain exposure to a wide variety of legal issues. In addition to conducting legal research and writing memoranda, students will receive mentoring from the System Counsel and be able to assist her with investigations, possible college site visits, training, and the drafting of pleadings and briefs. Students will also be able to attend and assist the System Counsel during State Board and other administrative meetings. Accordingly, an assigned student must have strong analytical, research, oral communication and writing skills. The student must also be able to conduct himself/herself professionally and dress appropriately for a legal office setting.

Preferred Courses and Training:

Federal Civil Procedure, Constitutional Law, and Legal Research and Writing
Prior law office experience recommended, but not required.

No Parking Provided: Students are reimbursed parking expenses at the end of the semester.

Virginia Employment Commission
703 East Main Street
Richmond, VA 23219
(804) 786-1485

Field Instructor:

Susan Batte, Esquire
Administrative Law Judge, Commission Appeals

Program Description:

The Virginia Employment Commission is a federally funded agency with the objective of providing workforce services that promote maximum employment to enhance the economic stability of Virginia. The Commission's areas of responsibility include: establishing a viable labor force exchange system to promote maximum employment with priority given to those workers drawing unemployment benefits; maintaining a solvent trust fund financed through equitable employer taxes which provide temporary partial income replacement to involuntarily unemployed, covered workers; coordinating and conducting labor market information research studies, programs and operations, including the development, storage, retrieval and dissemination of information on the social and economic aspects of the Commonwealth; and determining and publishing a list of jobs, trades and professions for which a high demand of qualified workers exists or is projected by the Commission. The Governor appoints the Commissioner and Deputy Commissioner.

The functional activities of the Commission include administering the unemployment insurance system, which was created by the Social Security Act of 1935. Oversight is performed by the U.S. Department of Labor (DOL). While Federal law provides guidelines, the Commission must determine many requirements related to eligibility, benefit levels, and tax rates. The system has three broad objectives: alleviate hardship for the unemployed; prevent unemployment; and promote reemployment. Legislative mandates relative to the Virginia Employment Commission (VEC) include: The Workforce Investment Act of 1998, The Trade Act of 1974, as amended, The Economic Recovery Tax Act of 1981, The Workers Adjustment and Retraining Notification Act of 1988, The Immigration Reform and Control Act of 1986, The Migrant and Seasonal Agricultural Worker Protection Act, The Carl D. Perkins Vocational Educational Act, Section 60.2 of the Code of Virginia, the Virginia Unemployment Compensation Act, and "The Regulations and General Rules Affecting Unemployment Compensation."

The office of Commission Appeals serves as the agency's final administrative adjudicative authority in disputed benefit and tax liability cases and publishes precedent decisions. The office is headed by the Chief Administrative Law Judge, and includes four Special Examiners, the Clerk of the Commission, and staff. Beginning Spring 2006, the Commission resumed its internship program to give us additional resources to improve customer service and assist with the goals and objectives of the Appeals division, while providing law students with practical experience in the administrative law field.

Placement Description:

Placement with Commission Appeals will involve serving as clerk of the court during administrative hearings; reviewing incoming cases to spot and resolve the preliminary matters of timeliness of appeals and reopening requests; reviewing records, transcripts, tapes of proceedings, and exhibits in preparation for writing decisions; drafting orders and decisions under the supervisor of a Special Examiner; tracking and monitoring proposed bills, statutes and cases relevant to issues impacting the agency's policies and procedures; and observing the various levels of decision-making within the Commission as well as in the court system.

Students will be supervised by a Special Examiner and will have the opportunity to work with all four Special Examiners as well as the Chief Administrative Law Judge, and, on occasion, the Commissioner and Deputy Commissioner.

Students will be expected to possess excellent communication, research and writing skills. The supervising Special Examiner will review each student's work product and evaluate work performance throughout the term of the placement.

Preferred Courses and Training:

Administrative Law

Employment Law

No Parking Provided: There is a lot near 4th and Main that charges 4 dollars per day.

Virginia Office for Protection and Advocacy
1910 Byrd Street, Suite 5
Richmond, VA 23230
(804) 225-2042 (Voice/TTY)

Field Instructor:

Julie Kegley, Esquire
Staff Attorney

Overview of VOPA:

Through zealous and effective advocacy and legal representation, the Virginia Office of Protection and Advocacy (“VOPA”): protects and advances the legal, human, and civil rights of persons with disabilities; combats and prevents abuse, neglect and discrimination; and promotes independence, choice, and self-determination by persons with disabilities.

The Developmental Disabilities Act (PL 106-402) provided for the creation of “protection and advocacy systems in each State to protect the legal and human rights of individuals with developmental disabilities....” VOPA is Virginia’s protection and advocacy office.

VOPA serves the entire state through the Richmond office. The Richmond Office has 10 attorneys and 8 disability rights advocates. The attorneys are assigned to one of three units: Institutions, Communities, and Resource and Advocacy. Each unit has a managing attorney who supervises the staff attorneys and advocates. VOPA also has a Best Practices Unit. Every year the Board of Directors establishes objectives for the units. While all callers to VOPA receive help with their disability-related issues, those whose issues fall under an objective may also receive advocacy services and/or legal representation. Attorneys are regularly engaged in mediation, resolution sessions, administrative hearings, and occasionally federal and state court litigation and the filing of amicus briefs.

VOPA’s Units:

VOPA’s Institutions Unit monitors conditions in state-operated and state-licensed facilities and handles systemic and individual cases within the objectives established by the Board. Facilities include state hospitals, training centers, psychiatric residential treatment facilities for children, assisted living facilities, and group homes, among others.

VOPA’s Communities Unit represents people with disabilities living in the community. This includes advocating for children in special education cases, advocating for people with disabilities to obtain appropriate vocational rehabilitation services, and advocating for people with disabilities to work while retaining their social security disability insurance or supplemental security income.

VOPA’s Resource and Advocacy Unit provides information, referral and short-term assistance and case-level representation to the public. The Unit also develops training curricula and presentations for the public.

VOPA’s Best Practices Unit provides comment on administrative regulations, monitors the General Assembly, conducts program-related, grant and other funding sources research, provides input on the agency’s operating policy development and revision, and assists in quality assurance practices of the agency.

Placement Description:

Students will be supervised by the Field Instructor, but may be given work assignments by other attorneys in the office. Duties may include assisting attorneys prepare for mediations', administrative hearings, including special education due process hearings', and trials. Students will also have an opportunity to observe those proceedings. Additional duties may include conducting legal research and preparing legal memoranda and pleadings. The student will receive experience working with clients with disabilities and will have the chance to develop a writing sample, if they so desire. The student must possess a professional demeanor as well as excellent research, writing, and communication skills.

Preference:

Students who have shown a commitment to and/or a desire to work with social justice issues and issues facing persons with disabilities.

Parking Provided.

Virginia Poverty Law Center, Inc.
700 East Franklin Street, Suite 14T1
Richmond, VA 23219
(804) 782-9430

Field Instructors:

Jay Speer, Esquire – Acting Executive Director (Consumer Law Placement)
Christine (Christie) Marra, Esquire – Staff Attorney (Family Law Placement)
Kathy Pryor, Esquire (Elder Law Placement)
Susheela Varky, Esquire - Staff Attorney (Domestic and Sexual Violence Placement)

Program Description:

Virginia Poverty Law Center, Inc. (VPLC), formed in 1978, is the legal aid state support office for Virginia. As such, VPLC provides support and back-up services to the 13 legal aid field programs, and the 32 statewide legal aid offices. VPLC provides litigation support and technical assistance in ongoing civil poverty law cases; publications, such as the monthly Virginia Poverty Law Review; training for legal aid staff and clients in all areas of civil poverty law; and administrative and legislative advocacy. VPLC currently focuses on housing, family, health and welfare, and consumer law, as it affects the poor in Virginia.

Placement Description:

The student will assist in the advancement of public policies through legal advocacy that will benefit lower income Virginians. During the General Assembly session, the student will assist in implementing VPLC's legislative agenda by attending legislative hearings, reviewing bills to assess their impact on the poor, and assisting in the preparation of position papers or fact sheets on bills affecting the poor, meet with legislators, and tracking the progress of legislation that affects the poor. While the legislature is not in session, the student will assist in reviewing and commenting on proposed administrative regulations, provide litigation assistance in any VPLC cases, and will assist in legal or factual investigations that impact on public policies, affecting the poor in Virginia.

Consumer Law Placement: The student will work on a variety of consumer law issues impacting low income Virginians, including pay day loans and car title lending. The student will be engaged in research and writing and will have an opportunity to attend meetings involving consumer issues.

Family/Domestic Violence Law Placement: The student will work with Ms. Marra on family law issues, especially those that affect children in the foster care system, and with Ms. Varky on domestic violence, sexual violence and firearms issues. During the 2009 General Assembly session, the student will support the two attorneys' legislative advocacy work. After the legislative session ends, the student will support the two attorneys' research, advocacy, case preparation and training needs.

Elder Law Placement: When the legislature is not in session, the elder law intern will provide litigation assistance with any ongoing nursing home or elder law cases handled by VPLC, research and respond to questions raised on the elder law listserv, attend Elder Law Task Force meetings and other meetings involving elder law issues as appropriate, assist in reviewing and commenting upon proposed administrative regulations, assist in the preparation of training materials, assist in legal and factual investigations impacting public policies for low-income elderly Virginians.

Preferred Courses:

Administrative Law, Federal Courts, Family Law, Commercial Law, Real Property Law, and Employment Benefits.

Virginia State AFL-CIO (Not Available Fall 2009)
3315 West Broad Street
Richmond, VA 23230
(804) 355-7444 (Local)
1-800-451-1288
(Charlottesville Office)

Field Instructor:

Gary W. Kendall, Esquire
General Counsel

Program Description:

The Virginia State AFL-CIO is a labor federation representing 200,000 workers in the Commonwealth of Virginia. The Federation is devoted to advocating for the interests of working people through legislative, political, educational, legal, and other channels.

There are two full-time officers at the Federation who are elected every four years by convention. The President is James Leaman, and the Secretary/Treasurer is Doris Crouse-Mays. The officers are assisted by a professional and support staff.

Placement Description:

The student at the Virginia State AFL-CIO will focus on the federation's state legislative agenda. During the fall, the student will assist in drafting legislation and preparing issue papers in support of labor's bills. The student will also work with the attorney on a number of client-related problems including Worker's Compensation claims, Americans with Disability Act claims, ERISA claims, and third-party tort claims. The student will be able to get hands-on experience interviewing clients with a variety of employment-injury related problems and will assist in implementing a variety of educational programs for union members.

After the General Assembly session begins in January, the student will be responsible for various tasks, including the following:

- Attending legislative hearings
- Meeting with legislators to discuss issues of concern to labor
- Reviewing bills which have been introduced and providing AFL-CIO officers with an analysis of their impact on working people
- Following the progress of important legislation, and issuing periodic updates on the status of the bills.

The subject matter of the legislation will include such topics as workers' compensation, unemployment insurance, public employee rights, fair share legislation, civil rights, and other issues of concern to workers.

Qualified students will also have an opportunity to represent workers before the Virginia Workers' Compensation Commission, working under the supervision of the general counsel.

Preferred Courses:

Employment Law, Labor Law, Workers' Compensation Law and Tort Law.

Virginia State Bar Disciplinary Department
707 East Main Street
Suite 1500
Richmond, VA 23219-2803
(804) 775-0565

Field Instructor:

James M. McCauley, Esquire
Ethics Counsel

Program Description:

Virginia State Bar

The Virginia State Bar was established in 1938 as an administrative arm of the Supreme Court of Virginia for the purpose of investigating and reporting violations of rules and regulations adopted by the Court. All persons engaged in the practice of law in the Commonwealth shall be active members in good standing of the Virginia State Bar. Va. Code Ann. §54.1-3910 (1988 Repl. Vol.)

The principal purpose of the Virginia State Bar is to uphold and maintain high ethical standards among members of the legal profession. In addition to its responsibility for disciplinary matters, the Bar also fills a number of additional roles, including the following:

- Provision of essential educational and professional services for its members
- Drafting of rules and amendments to the Rules of the Supreme Court of Virginia, the State Bar Council, and the State Bar Disciplinary Board
- Assisting the public in access to the legal system
- Disseminating information to the public about the workings of the legal system and the Virginia State Bar
- Support of legal aid services

Virginia State Bar Disciplinary Department

The Disciplinary Department of the Virginia State Bar provides staff support to the District Committees and Subcommittees, the Disciplinary Board, the Clerk of the Disciplinary System, the Standing Committee on Legal Ethics, and the Standing Committee on Unauthorized Practice of Law. In addition, the Department is responsible for preparing the content of the Virginia Professional Handbook, for organizing and presenting the Annual Disciplinary Conference, and for providing information and guidance to members of the Bar.

Virginia State Bar Disciplinary System

All lawyers licensed in Virginia must adhere to the Virginia Rules of Professional Conduct Disciplinary Rules. Violations of the Rules subject a lawyer to the procedures outlined in the Rules of Court governing the operations of the Virginia State Bar.

A complaint against a lawyer may be filed by any person having knowledge of an attorney's ethical misconduct. The attorney (respondent) will be notified of the filing and given the opportunity to file an answer, after which Bar Counsel will conduct a preliminary investigation. The complaint may then either be dismissed or referred to a District (local) Subcommittee which may either dismiss the matter or require Bar Counsel to conduct an investigation, the report of which must include a recommendation regarding disposition or plea bargain. The Subcommittee may then request further investigation, dismiss the matter without a hearing, set the matter for a hearing before the Full District Committee, or certify it directly to the Disciplinary Board. Administrative appeal on the record may be taken from a District Committee decision and, under S 54.1-3935, when a matter has been certified to the Board, the respondent may request instead that the matter be heard before a three-judge court.

An appeal to the Supreme Court of Virginia from a decision of the Disciplinary Board or a three-judge court is a matter of right when a public reprimand, suspension or disbarment has been imposed.

Disciplinary proceedings are in the nature of a summary inquest into the conduct of a lawyer. The rules of evidence are not strictly applied. When discipline is imposed on a lawyer, (1) the public is protected from unscrupulous practitioners; (2) other members of the Bar are instructed regarding unacceptable conduct; and (3) the errant lawyer is punished.

Virginia State Bar Standing Committees Legal Ethics/UPL

Legal Ethics

Appointed by the VSB President, the Standing Committee on Legal Ethics consists of nine active members of the Bar, two of whom are members of the Council. The Council is the governing body of the VSB, composed of members elected by the lawyers in each judicial circuit. The Committee renders advisory opinions, based on the application of the Code of Professional Responsibility to hypothetical facts, to members of the VSB concerning contemplated or actual professional conduct. The Committee meets monthly and responds to approximately 150 inquiries annually. The Committee also addresses revisions to the Code of Professional Responsibility. Although the Legal Ethics Opinions are not binding on any court or tribunal, they provide guidance as to a lawyer's compliance with the ethical requirements of the profession.

Unauthorized Practice of Law (UPL)

Appointed by the VSB President, the Standing Committee on Unauthorized Practice of Law consists of nine members. Seven are active members of the Bar, five of whom are also members of Council; and two are non-lawyers. The Committee acts annually on approximately fifty-five complaints of unauthorized practice of law and is authorized to investigate the matter, subpoena the attendance of any person and production of books and records, hold hearings, and, upon a finding of probable cause of unauthorized practice, refer the findings to the Attorney General with a request that the conduct be enjoined and/or that any other remedy available under the Code of Virginia be pursued. Other remedies include referral to the Commonwealth's Attorney for prosecution as a Class 1 misdemeanor or the execution of a Consent Agreement.

In addition to investigation of complaints, the Committee renders advisory opinions based on the application of the nine Unauthorized Practice Rules and their ancillary considerations to questions posed by members of the VSB concerning contemplated or actual professional conduct. The Committee also addresses revisions to the rules and considerations.

Standing Committee on Lawyer Advertising and Solicitation (SCOLAS)

The Standing Committee on Lawyer Advertising and Solicitation (SCOLAS) monitors lawyer advertising and solicitation and issues informal written advisory opinions. The 12 members of SCOLAS are appointed by the President of the bar to serve three-year terms. The committee, with the assistance of Ethics Counsel and staff, reviews print, broadcast and electronic media for compliance with the Rules of Professional Conduct. The committee meets regularly to review yellow pages, radio, television and Internet advertising and issues non-compliance letters to those lawyers whose advertising appears to violate the rules. Typically the lawyers receiving such letters voluntarily comply with the committee's suggestion to rectify the problems identified with their advertising. In those few instances where a lawyer disagrees with the committee's interpretation of the Rules, the matters are referred to the disciplinary department of the bar.

SCOLAS also provides a mechanism by which lawyers may voluntarily have their advertising pre-screened to ensure that the advertising comports with the Rules of Professional Conduct. One of the more challenging issues facing SCOLAS is how new technology and the Internet are rapidly changing the way lawyers advertise and solicit business.

The Committee also studies and makes recommendations concerning revision of the advertising provisions in the Rules of Professional Conduct. The committee's work may include other specific assignments or requests in its area of general responsibility from the bar's officers, the Executive Committee or Council.

Placement Description:

At a minimum, the student will be required to complete the following activities over the course of a one-semester clinical placement:

- Standing Committee on Legal Ethics
 - Attend Committee meetings
 - Research and draft Legal Ethics Opinions

- Standing Committee on Unauthorized Practice of Law
 - Review and make recommendations on three new complaints
 - Identify issues requiring investigation
 - Attend Committee meetings
 - Examine witnesses at hearings
 - Prepare Consent Agreement

- District Committees
 - Review and make recommendations on five new complaints
 - Write three dismissal letters
 - Prepare charges in one case
 - Identify issues requiring investigation
 - Attend three Sub-Committee meetings
 - Assist Bar Counsel in trial preparation
 - Attend and assist at hearings

- Disciplinary Board
 - Assist Bar Counsel in trial preparation
 - Attend two hearings
 - Attend and assist at hearings

- Administration
 - Attend two VSB Attorney meetings
 - Attend one VSB Staff meeting

Time Commitment:

16 hours per week (4 hrs. per day each work day preferred)

Prerequisite:

Professional Responsibility

Preferred Courses:

Domestic Relations, Real Estate and Bankruptcy

Virginia State Corporation Commission
1300 East Main Street
Richmond, VA 23219
(804) 371-9671

Field Instructor:

Mary Beth Williams, Esquire
Associate General Counsel

Program Description:

The Virginia State Corporation Commission is an independent state agency established by the Constitution of Virginia, Article IX, Section 1, vested with certain regulatory, legislative, and judicial authority over a variety of business and economic interests in Virginia. The Commission has the power and is charged with the duty of regulating the rates, charges, and services and, except as may be otherwise authorized by the Constitution or general law, the facilities of railroad, telephone, gas, electric, and water and sewage companies. Further, the Commission is charged with the duty of administering all laws for the regulation and control of corporations and certain other business organizations doing business in the Commonwealth. The Commission is the department of government through which all charters, and amendments or extensions thereof, of domestic corporations and all licenses of foreign corporations to do business in the Commonwealth, as well as certain other business organizations, are issued. In addition, the Commission has regulatory oversight of the insurance industry, state-chartered banks and financial institutions, and securities and retail franchising activities within the Commonwealth.

Placement Description:

Placement with the Commission's Office of General Counsel ("OGC") will involve providing attorney support for the wide variety of legal activities undertaken by the staff of the office, including hearing preparation, discovery, drafting of pleadings and briefs, and conduct of utility, securities, or insurance cases, both legislative and judicial in nature. Students who are eligible under the third-year practice rule may have assignments of varying responsibility in the conduct of selected legislative hearings, under the direction of Staff attorneys. As noted, the Commission has a broad scope of regulatory responsibilities and a student placed with the Commission will be exposed to a variety of specialty practice areas.

Hearings at the Commission may be conducted by one of the Commission's four Hearing Examiners, who receive evidence and issue reports of their recommended decisions to the Commissioners, or by the Commissioners themselves, acting in either a legislative capacity (rate-making, for example) or judicial capacity (enforcement actions against alleged violators of statutes or Commission regulations). Parties aggrieved by actions of the Commission have an appeal as a matter of right directly to the Virginia Supreme Court, so it is possible that a student placed with the Commission could participate in the briefing and preparations for argument before Virginia's highest court.

The Office of General Counsel comprises 18 attorneys, including the General Counsel. Ten staff attorneys are involved primarily in utility and telecommunications matters, four represent the Bureau of Insurance, two are responsible for banking and financial institutions matters, and one represents the Division of Securities and Retail Franchising. A student placed with OGC would likely concentrate in one of these areas, by mutual agreement with the Field Instructor; however, assignments may come from more than one OGC attorney.