

# JOHN JAY LEGAL SERVICES, INC.

Information Regarding Participation in JJLS Client Representation Clinics and Externships  
in the Fall 2024 Semester

**You must apply no later than April 12 at 12 noon**

PLEASE READ COURSE DESCRIPTIONS AND THIS MEMORANDUM CAREFULLY BEFORE  
SUBMITTING AN APPLICATION.

Application forms are available on the web at <https://law.pace.edu/john-jay-legal-services/student-applications>.  
The following programs are being offered by John Jay Legal Services in the Fall 2024 semester.

## CLIENT REPRESENTATION CLINICS

Amelia A. Gould Representation in Mediation Clinic 1 semester 4 credits/semester (2 clinical, 2 academic)	Professor Erin Gleason Alvarez
Barbara C. Salke Criminal Justice Clinic 2 semesters required 6 credits/semester (4 clinical, 2 academic)	Professor Anton 08 Tm(P)-9.2 1r92 reW

## **Credit Allocation**

The ABA and New York Court of Appeals rules limit the number of non-classroom credits, including field placement credits that may be applied to the 88 credits required for graduation. Of the 88 credits required for the JD degree, no more than 24 may be non-classroom credits. See Rule 4C of the Academic Rules and Regulations (<https://law.pace.edu/sites/default/files/academics/AcademicRegulations.pdf>). The credit allocation for each externship is divided between field placement credits and classroom credits.

travel expense policy. **Be sure to discuss any concerns you have about the location of your placement site with the faculty member during the application process.**

### **Eligibility and Prerequisites**

Unless otherwise stated, second-, third-, and fourth-year students in good academic standing may apply for any of the programs. Preference will usually be given to students in their final year of law school (third-year full-time and fourth-year part-time students).

You may apply for up to three programs and must rank your preferences on the application form. **Students will only be permitted to enroll in one JJLS program each semester.** While we aim to honor students' preferences, case load and class size considerations may result in your being admitted to your second or third choice. If you decline an offered position, you will be permitted to enroll in another program only if all qualified students who applied in a timely way have been accommodated. **Do not assume that you will be able to get credit for an externship if you have not applied in a timely way, even if you secure your own placement.**

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10. Students who apply after the deadline will be accepted only if there is space available after all qualified students who applied in a timely way have been accommodated.

**IMPORTANT:** By the time of your priority registration you will not have heard whether you have been accepted into a JJLS program. You should register for the schedule that you would want if you are not accepted. If you are later notified that you have been accepted into a JJLS program, you will be able to add, drop, and change your schedule without any penalty. When you contact the Registrar to register for a JJLS program, be sure to have decided which courses you wish to drop. If you are accepted into a JJLS program, you must register for that course within two weeks of receiving your acceptance or you may lose your place. You may not be able to register for some externships until you have secured a placement. Once you accept an offered position, you may not drop the course, except in extraordinary circumstances with the permission of the Executive Director of John Jay Legal Services.

**NOTE:** These procedures do not apply to the Federal Judicial Honors Program which has its own application procedure. There are separate application forms for the Pro Bono Scholars and Semester in Practice programs.