

## OBJECTIVES AND METHODS

### CITY OF JACKSONVILLE OFFICE OF GENERAL COUNSEL MUNICIPAL LAW CLINIC

**OBJECTIVE I:** Develop an understanding of the operation of a law firm and the policy and procedures that must be followed.

- METHODS:**
1. Review Municipal Law Clinic Handbook, Policy and Procedures Manual.
  2. Attend two day orientation regarding the operation of the Office of General Counsel, the expectations of the program, and the protocol for receiving assignments.
  3. Attend office and departmental staff meetings.
  4. Keep accurate daily time and billing records.

**OBJECTIVE II:** Develop an academic familiarity with substantive local government law including but not limited to Municipal Government, Constitutional, Commercial, Personal Injury, Workers' Compensation, Environmental, Land Use, Eminent Domain, Construction, and Labor & Employment.

- METHODS:**
1. Review Government Law Handbook, Rules of Procedure and local rules.
  2. Attend orientation regarding local government law.
  3. Attend seminars in substantive areas of the law and technology sponsored by the Office of General Counsel.
  4. Review case files and perform legal research as indicated.

**OBJECTIVE III:** Develop pre-trial skills.

- METHODS:**
1. Observe and participate in pre-trial activities, such as:
    - a. Client interview
    - b. Client counseling
    - c. Witness interview
    - d. Deposition
    - e. Pre-trial motion hearing
    - f. Pre-trial conference
    - g. Negotiation or settlement strategy session

**OBJECTIVE IV:** Develop trial skills.

- METHODS:**
1. Observe and participate in civil proceedings, such as:
    - a. Trial (state and federal)
    - b. Administrative hearing
    - c. Special education due process hearing
    - d. Civil service disciplinary hearing
    - e. Police disciplinary hearing
    - f. Bankruptcy hearing
    - g. Arbitration

**OBJECTIVE V:** Develop skills in legal drafting.

- METHODS:**
1. Draft, under supervision, pleadings, such as:
    - a. Complaint or Original Petition
    - b. Answer and Affirmative Defenses
    - c. Motion to Dismiss/Strike
    - d. Motion for Summary Judgment
    - e. Propounding of Interrogatories
    - f. Request for Admissions
    - g. Motion for Sanctions
    - h. Pre-trial Stipulations
    - i. Settlement Agreement

**OBJECTIVE VI:** Develop skills related to legal practice.

- METHODS:**
1. Tour government facilities, including the State and Federal Courthouses, Criminal Courts, Jail, Medical Examiner's Office and FDLE Crime Lab.
  1. Observe work of nurse-paralegal interns to understand the usefulness of that resource in the personal injury practice.
  2. Become familiar with the General Counsel's library and computer technology.

**OBJECTIVE VII:** Develop an understanding of the operation of municipal government.

- METHODS:**
1. Observe local government proceedings, such as:
    - a. City Council or Committee meeting
    - b. Mayor's Budget Review Committee meeting
    - c. Meeting of the School Board, Port Authority, JEA, Housing Authority, Transportation Authority, Zoning Board
    - d. Contract negotiation session
  2. Draft, under supervision, resolutions and ordinances.

**OBJECTIVE VIII:** Maintain awareness of progress in externship program.

- METHODS:**
1. Attend weekly program meetings at externship.
  2. Make daily entries in learning journal.
  3. Write papers reflecting upon learning experiences at externship.
  4. Write reports analyzing progress toward externship objectives.
  5. Participate in discussions with other externs in seminars.
  6. Discuss task evaluations and progress with supervising attorneys.