

**SAVE:** *You will need to refer to this to complete reports throughout the semester.*

## **OBJECTIVES AND METHODS**

### **THE NORTH FLORIDA CENTER FOR EQUAL JUSTICE, INC.**

- OBJECTIVE I**      Develop skills in understanding various housing issues including the foreclosure process, public housing and other affordable housing issues by learning formulas used in evaluating and reviewing documents including:
- A. Documents used by lenders in foreclosures and other matters for both single family and multifamily low income housing
  - B. Documents used in loan closing (notes, mortgages, etc.)
  - C. Documents used in foreclosure defense including truth in lending and predatory lending claims.
- METHOD**
1. Review and learn formulas and methods used.
  2. Read and analyze previously completed documents to identify the essential elements of each document.
  3. Assist attorneys to identify and obtain the information
  4. Receive instruction and criticism from supervisor.
- OBJECTIVE II**      Gain an understanding of the process used for the interview of clients and witnesses and for the procurement of information necessary to prosecute defense of foreclosure actions and other matters.
- METHOD**
1. Attend and analyze interviews of staff attorneys as information is gathered for case.
  2. Assist attorneys to identify and obtain the relevant information needed for document drafting, further conduct of legal research, and to draft documents.
  3. Receive criticism on drafts from supervisor and revise documents based on feedback.
- OBJECTIVE III**      Develop trial preparation skills used in representing NFCFEJ clients in various proceedings
- METHOD**
1. Conduct pretrial activities.
    - a. Draft pleadings and motions.
    - b. Draft discovery and respond to discovery requests.
    - c. Interview witnesses and prepare testimony of experts.

- d. Review and prepare exhibits.
  - e. Prepare pretrial stipulations.
  - f. Anticipate evidentiary problems and prepare responses.
2. Assist with planning negotiation strategy, assist in conducting negotiation, and memorializing settlement results.

OBJECTIVE IV Gain an understanding of and develop skills in various litigation forums including Circuit Court, Federal District Court, U. S. Bankruptcy Court and various appellate courts

- METHOD
1. Review statutes, rules and applicable cases.
  2. Under supervision, participate in hearings.

OBJECTIVE V Develop an understanding of the peculiar issues and challenges of representing low income clients

- METHOD
1. Assist staff attorney in relationships with clients through regular contact so as to familiarize client(s) with extern and provide assistance as needed to staff attorney in representation

OBJECTIVE VI Maintain awareness of progress in the externship program.

- METHOD
1. Make daily reflective entries in learning journals.
  2. Write periodic paper on topics related to externship.
  3. Participate in seminars.
  4. Complete monthly reports on personal progress made during the externship.
  5. Receive regular critique and monthly written evaluations from supervising attorney.