

**Elizabeth Clark, Chapter 13 Bankruptcy Trustee  
Law School Students  
Unpaid Externship and Volunteer Program  
Minimum 150 Hours for 2-3 Students Each Semester**

The externship and volunteer program for Elizabeth Clark, Chapter 13 Bankruptcy Trustee is an exciting opportunity for a second or third year legal student.

The student will be offered an opportunity to work in a highly structured legal and financial organization where monies are collected from debtors and paid to creditors pursuant to a plan of reorganization recommended by the Trustee and approved by the Bankruptcy Court. It is preferred (but not required) that the candidate has taken and passed at least one bankruptcy class before acceptance into the program, as well as read a packet of materials before the program begins. A minimum 3.0 G.P.A is expected and strong written and verbal communications are a must. All chosen externs will need to pass a routine criminal and civil background check that will be paid for by the Trustee. The student can participate in this program for college credit or strictly on a volunteer basis.

Duties for the extern will typically include attending first meeting of creditors and court confirmation hearings, preparing legal pleadings, preparing memoranda and briefs for the Trustee, as well as spending a significant amount of their time conducting research. The student will have the opportunity to work closely with the Trustee, staff attorney, and the other staff members, as needed. This office is in court or conducts first meetings of creditors more than one hundred times per year! Job shadowing, case file assignments, regular meetings, and written assignments are some of the learning methods to be employed during the length of the externship experience.

The staff is very willing and able to assist in making the externship experience meaningful and practical. The student will get increased responsibilities as their skill level warrants more challenges. We are a very dedicated staff which depends highly on teamwork to meet the daily and weekly deadlines mandated by the United States Bankruptcy Code, local court rules, and federal court.

Info to be sent via email with letter of interest and resume:

Recent writing sample

Most recent law school transcript

Anticipated starting date and ending date

Days/hours of week available to work (office is open from 8 a.m. – 4:30 p.m. Monday – Friday)

Contact:

Lynh Vu, Controller/Operations Manager

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