

EXTERNSHIP GUIDELINES FOR LAW SCHOOL EXTERNS

We welcome you to a six-week all-encompassing training experience in a 'full-service' legal practice environment.

Objectives of the Program

- To garner research, communication, administrative, writing and other practical skills relevant in the modern day law practice.
- To gain first-hand experience and exposure to the day to day tasks associated with a law firm in the legal profession.
- To prepare externs for the bar finals examination.

Proposed Tasks for Extern(s)

1. Conduct research on assigned issues using existing and alternative materials e.g. digital research using the internet, analyzing information and summarizing findings.
2. Conduct comparative legal analyses on a range of issues in a given area, identifying and legal and policy issues, researching relevant precedents and proposing appropriate solutions.
3. Participate in the execution of existing briefs with the supervising lawyers in the firm.
4. Assist in the preparation and organization of meetings, including drafting of the minutes.
5. Participate in legal drafting e.g. letters, contractual agreements and legal opinions.
6. Article writing and presentation.
7. Participate in moot proceedings, mock trials and debate presentations.

Introduction Phase

Conduct a meet and greet session with the Extern(s), wherein we shall;

- Deliver an official welcome address.
- Intimate on the vision and objectives of the Firm.
- Advise on the rules of conduct obtainable in the Firm.
- Share the timetable.



TIME TABLE

WEEK	DAY	MORNING SESSION		AFTERNOON SESSION
WEEK 1 CIVIL LITIGATION	Monday	Pleadings		Drafting of statement of claim, statement of defence, reply, set off and counter claim.
	Tuesday	Presentation on Interlocutory applications		Drafting of motions, affidavits & written addresses.
	Wednesday	Trial presentation		Trial tutorial cont'd
	Thursday	Presentation on Election Petition/ FHR/Matrimonial causes.		Drafting Petitions and originating applications.
	Friday	Presentation on Appeals		Drafting notice of civil appeal.
WEEK 2 CRIMINAL LITIGATION	Monday	Presentation on arrest, search and summons.		Drafting of warrants of arrest and search.
	Tuesdays	Presentation on charges.		Drafting of charges.

	Wednesday	Presentation on bail.		Drafting of bail applications.
	Thursday	Presentation on trial and evidence.		Trial tutorial cont'd
	Friday	Presentation on Judgement/sentencing.		Drafting of notice of criminal appeal.
WEEK 3 PROPERTY LAW	Monday	Presentation on deed and power of attorney.		Drafting of deeds.
	Tuesdays	Presentation on sale of land.		Drafting of deed of assignment.
	Wednesday	Presentation on lease.		Drafting of deed of lease.
	Thursday	Presentation on mortgage.		Drafting of deed of mortgage.
	Friday	Presentation on will.		Drafting of wills.
WEEK 4 CORPORATE LAW	Monday	Presentation on Incorporation of businesses.		Presentation on Promoters.
	Tuesdays	Presentation on Post incorporation activities.		Presentation on Foreign

				participation.
	Wednesday	Presentation on directors and secretaries.		Presentation on minority protection.
	Thursday	Presentation on company securities.		Presentation cont'd.
	Friday	Presentation on corporate restructuring		Presentation on Winding up and dissolution.
WEEK 5 PROFESSIONAL ETHICS	Monday	Know your RPC		Know your RPC
	Tuesdays	Presentation Basic drafting principles and stages of drafting		Presentation cont'd.
	Wednesday	Presentation on rules of interpretation.		Presentation law office management.
	Thursday	Presentation on alternative dispute resolution.		Presentation on appointment & discipline of Judicial officers.
	Friday	Presentation Bill of charges		Presentation on remuneration and accounts.

WEEK 6		Mock trial presentation. Debate session.		

WE ARE CONFIDENT YOUR STAY HERE WILL BE INSIGHTFUL AS IT WILL BE EXCITING.

**WELCOME TO NAKUDU LAW PARTNERS
(NLP)!!!**