

## **Ethical Standards for Interns**

If an intern has not completed a Professional Responsibility course, please educate the student about the following:

### **A. Confidentiality**

Please explain to your extern the particular rules of confidentiality that he or she should be aware of, under rules of professional responsibility. Also, educate your extern about matters that otherwise require utmost discretion or confidentiality – e.g., in a judicial externship, what the extern learns about the judge, his/her preferences, personal traits, etc.; in an in-house externship, business information that the extern learns by virtue of the externship; in a legal aid organization that involves client intake, information that the extern learns from a potential client.

Please also tell your extern with whom in the office/chambers she can discuss confidential or nonpublic information – e.g., if DA1 gives the extern an assignment, what should the extern do if DA2 asks you about the issue; if the General Counsel for a company asks the extern to research a legal issue, what should the extern do if the Director of Business Affairs asks to see the analysis?

Finally, please educate your extern about the placement's rules relating to data security, maintaining the security of the workspace (e.g., minimizing the computer screen when stepping away), and whether any work materials can be removed from the immediate workspace, and what to do with fieldwork notes, etc. that the extern has on personal computer or in hard copy.

### **B. Potential Conflicts**

Provide awareness regarding potential conflicts and the protocol to deal with potential conflicts or even the appearance of potential conflicts. Along the same lines, judicial externs will need guidance about court rules regarding the extent of interaction that they may have with an attorney or a party as well as with jurors or potential jurors.

### **C. Unlawful Practice of Law**

Please explain to your externs that (1) they should limit all communications with clients, other attorneys, etc., to the scope of communication/work that you have authorized to perform, and (2) to always preface all communications by disclosing that they are externs.