

# CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM APPLICATION PACKET – Spring/Summer 2010

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**Spring 2010 Externships: Applications due Friday, December 4, 2009**

**Summer 2010 Externships: Applications due Friday, April 16, 2010**

**CIVIL/CRIMINAL LAW EXTERNSHIP APPLICATION CHECKLIST:**

- Review carefully the “Policies, Requirements and Procedures” in this packet.
- Secure your internship first (review section on “Eligible Employers and Fieldwork Experience”) and seek assistance from the Office of Career Planning as appropriate during this process.
- Confirm that your employer is included in the attached *List of Prior Externships*. If not, your supervisor will need to complete the *Request for Approval of Agency for Civil/Criminal Law Externship Program*.
- Complete the Application, which consists of the following documents (all contained in this packet):
  - \_\_ *Student Application for Civil/Criminal Law Externship*
  - \_\_ *Request for Approval of Agency for Civil/Criminal Law Externship Program*  
(if necessary, see above)
  - \_\_ *Extern Supervisor and Extern Agreement*
  - \_\_ *Statement of Educational Goals for the Civil/Criminal Law Externship*
  - \_\_ *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked/volunteered for the agency/office before, see below)
  - \_\_ Current resume

Note: Your supervising attorney **must review and sign** the *Extern Supervisor and Extern Agreement* and the *Statement of Educational Goals*. All supervising attorneys must have been admitted to the Bar for at least two years from the date she/he signs the form and be in good standing with the Bar.

- If you have worked or volunteered for this employer before, complete the *Petition for Repeat Civil/Criminal Law Externship*. Pursuant to the Law School’s Academic Policies, students may not earn credit for a second internship/position with the same employer, except in very limited circumstances (see pp. 6 for more information).

**APPLICATION FORMS ON LAW SCHOOL WEBSITE:** You may download forms to type into, from <http://www.law.usfca.edu/academics/civilext.html>

**NOTE:** American Bar Association (ABA) standards prohibit students from receiving academic credit if they are compensated for their work.

**AFTER APPLICATION HAS BEEN SUBMITTED:** If your application has been approved, your approval status will be forwarded to the Registrar. The Registrar then will email you separately about registering for your externship units and the corresponding course, the attendance of which is mandatory.

**EXTERNSHIP PROGRAMS OFFICE:**

Kendrick Hall, Room 235

Phone: (415) 422-4467

Fax: (415) 422-4470

Email: [externships@usfca.edu](mailto:externships@usfca.edu)

Website: <http://www.law.usfca.edu/externships>

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## POLICIES, REQUIREMENTS AND PROCEDURES

### INTRODUCTION

The Civil/Criminal Law Externship Program provides upper-division law students who meet certain requirements to receive academic credit for unpaid externships<sup>1</sup> they secure with established law firms or corporate legal departments; public interest or legal services offices; or the legal department of government agencies or offices, including Administrative Law Judges. Thus, the Program provides students the opportunity to include practical, hands-on experience as part of their school education. The policies and requirements are intended to ensure a high quality experience for students working under the supervision of experienced practitioners.

Participants are required to attend all corresponding externship class sessions, submit evaluations and weekly timesheets, and complete other assignments. Courses will focus on professional development skills and provide an introduction to litigation skills.

### DEADLINES

**After having secured an externship offer from an eligible employer, students must submit completed applications to the Externship Programs Office for processing and approval by the deadlines listed below and on the cover of this packet.** Adhering to these deadlines will allow enough time for all applications to be reviewed for approval in time for the Law School's registration deadlines.

**Spring 2010 Externships** – Applications due **Friday, December 4, 2009**.

**Summer 2010 Externships** – Applications due **Friday, April 16, 2010**.

**Applications submitted after the deadlines above are not guaranteed approval and are subject to the discretion of the Director and Assistant Professor for the Externship Programs.**

*Students who are unable to submit the application forms by above deadlines, must register for classes as if they do not have the externship, and modify their class schedule during the add-drop period to include the externship units.*

All students who have been approved for externships, *and students whose applications are pending approval*, must attend the first externship class session. Tentative dates for the summer are on p. 9; please see the Registrar's schedule later for date and time information.

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<sup>1</sup> "Externship" is synonymous with "internship." To distinguish itself from USF's In-House Law Clinics, the Externship Programs Office uses the term "externship" to identify learning opportunities for students that occur outside the classroom. Students earn academic credit for these opportunities. Employers/supervisors sometimes use the term "internship" to identify these opportunities because these students will be working within their organizations.

**ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS**

**Units and Hours**

Below are the possible number of units that students may register for and their corresponding fieldwork hours. **Please note that because the summer session is much shorter than the fall/spring semesters, only the 3 and 4 unit options are available.** Students must start their fieldwork no later than the beginning of the third week of classes in the semester in which the student is enrolled and complete the required hours during that semester.

Summer sessions are approximately seven (7) weeks long, and fall/spring semesters are usually 14-15 weeks long. Please refer to the Registrar’s Academic Schedule for specific semester start and end dates, and consult with your attorney fieldwork supervisor to determine your weekly schedule.

Half-Time	<b>6 units</b> = 288 hours → 20+ hours/week <i>(unavailable for externships with private sector employers and during summer sessions)</i>
Part-Time	<b>4 units</b> = 192 hours → 13+ hours/week during fall/spring <b>or</b> 30+ hours/week during summer
Part-Time	<b>3 units</b> = 144 hours → 10+ hours a week during fall/spring <b>or</b> 22+ hours/week during summer

*The hours should be spread out relatively evenly over the entire semester.* Front-end loading of hours is not permitted. In addition, working a significantly higher number of hours beyond what is required to receive credit is discouraged; the ABA states that credit shall be “commensurate with the time and effort required.” The Law School also wants to make sure that students have enough time to do well in their other classes and school commitments. Course credit must be arranged at the outset of your work for the agency/office/firm, as students may not receive credit for work already performed. The required fieldwork hours exclude time spent during and completing assignments for the classes.

**Law School Policies re Non-Classroom Units**

1. Maximum Number of Non-Classroom Units Allowed Overall:

To obtain the Juris Doctor degree, students must complete 86 units of course credit. Of those units, 65 must be in-classroom courses. Thus, students may apply up to 21 non-classroom units toward their J.D. degree, which may include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*.

2. Limitation on Types of Non-Classroom Units Allowed in One Semester:

Although you may take advantage of all of these programs during the course of your law school education, you can take only one in-house clinic, civil/criminal law or judicial externship, or Street Law, in any given semester.

3. Limit on Total Number of Part-Time Externship Units Allowed:

A maximum of seven (7) units of part-time civil/criminal law or judicial externship experience (i.e., 3 or 4 unit externships) may apply toward the J.D. degree. Part-time international internships for academic credit sponsored by the Law School count toward this maximum. Half-time (6 units) externships do not count toward this 7-unit maximum.

**MANDATORY CLASS ATTENDANCE AND WEEKLY TIMESHEETS/EVALUATIONS**

Students enrolled in an externship must attend all corresponding class meetings. (See p. 9 for tentative class dates.) Courses focus on professional development skills and provide an introduction to litigation skills. The corresponding course does not constitute a separate unit. Please note that fieldwork at the externship is not an acceptable reason to miss classes. Students must notify their supervisors about the classes and plan accordingly. Weekly timesheets and assignments must be prepared and submitted in compliance with the schedule provided at the first class. In addition, students may be required to give class presentations.

**GRADING**

Grading for the Civil/Criminal Law Externship Program is awarded on a Credit (CR)/ Credit-Unsatisfactory (CU)/ No Credit (NC) basis. Externs are required to attend all corresponding class meetings, submit evaluations and weekly timesheets, and complete other assignments.

**ELIGIBLE EMPLOYERS AND FIELDWORK EXPERIENCE**

Number of Units Allowed Depending on Type of Employer

**Half-time (6 units) externships** are permitted in a public interest or legal services office; or a legal department of a government agency or office, including Administrative Law Judges. *Half-time externships are not permitted in law firms or corporate legal departments. In addition, please note that during the summer session, only the 3 and 4 unit options are available.*

**Part-Time (3 or 4 units) externships** are permitted in an established law firm or corporate legal department; public interest or legal services office; or a legal department of a government agency or office, including Administrative Law Judges.

Location of Externships

All externships for credit during the fall/spring semesters **must** be in the San Francisco Bay Area, which includes the counties of San Francisco, Marin, Alameda, Contra Costa, San Mateo and Santa Clara. During the summer session *only*, students may apply to receive credit for externships outside these areas. In these cases, please make sure that the employer and externship meet the criteria below.

Supervisor Eligibility

The externship must offer students substantial professional experience in a variety of tasks similar to those which a practicing attorney would perform with the agency or office.<sup>2</sup> Participating in an externship should give students a broader perspective of the legal system and law practice. To this end,

- The office or agency where the externship takes place must assign a supervising attorney to oversee the student's fieldwork and provide the Law School with evaluation reports; and
- All supervising attorneys must have been admitted to a state Bar for at least two years and be in good standing with the Bar.<sup>3</sup>

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<sup>2</sup> Bar Certification: Some externships may provide students with an opportunity to make court appearances under attorney supervision. To be able to do this, students must apply for Certification under the Practical Training of Law Students Program of the State Bar of California. Complete and submit the application as soon as possible, as processing by the State Bar may take several weeks. Applications are available in the Registrar's Office or on the State Bar of California's website: [www.calbar.ca.gov](http://www.calbar.ca.gov). Keyword search "Practical Training of Law Students Program."

<sup>3</sup> One exception applies to this policy for externships with Administrative Law Judge Offices in which the supervising law clerk is a one or two year rotating position.

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### Previously Approved Employers

Attached to this packet is a list of pre-approved externship employers. This information and further details regarding externship duties will be entered, as information comes in from employers, on [www.USFLawLink.com](http://www.USFLawLink.com). (Go to the Internship/Job Listings toolbar and conduct a search by selecting the Position Type field “Civil Law Externship” or “Criminal Law Externship.”)

### Student Evaluations of Prior Externships

Student evaluations of past externships during the last academic year are on [www.USFLawLink.com](http://www.USFLawLink.com). Please follow the following instructions to view these student evaluations:

- Once logged in, click on the “Documents” tab.
- Click on the “Document Library” tab.
- Once in the Document Library, search using the “Type” field for the externship you are interested in (i.e. Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

Please note that if you have a particular legal employer or court in mind, you may type in the name of the legal employer or court in the “Keywords” search field.

### Employers Not Previously Approved

If you seek credit for an externship at a legal employer that is not on the attached *List of Prior Externships*, that employer must complete a *Request for Approval of Agency for Civil/Criminal Law Externship Program*.

### “Approved” Status of Employers or Supervisors/Site Visits

Throughout the year, the Director and Assistant Professor for the Externship Programs will conduct periodic site visits of certain externships in compliance with ABA Standards. She will meet with supervisors to discuss the employer’s internship program (as well as the student’s performance) to evaluate the supervisor/employer’s suitability for future externships. Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

### Ineligible Externships

The following internship experiences are not eligible for academic credit:

- A student may not simultaneously receive academic credit and be employed, i.e., compensated, by the same agency/office/firm.<sup>4</sup>
- A student may not receive academic credit for work previously performed or completed during a prior semester. Academic credit must be arranged at the outset of the student’s work for the agency/office/firm.
- A student may not earn credit for work performed at a family or relative’s (including spouse’s/domestic partner’s) office/agency/firm.
- A student may not earn credit for a repeat externship/position, except in limited circumstances. See below for further explanation.

### Fieldwork for Employers Where You Have Previously Volunteered or Worked

Under Law School policy, course credit will not be given for an externship with the same agency, office or firm at which a student has previously worked (whether volunteer, paid, work-study or in a previous externship) during the summer or for substantial periods of time during the academic year, *except in the very limited circumstances below*.

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<sup>4</sup> ABA Standards prohibit students from receiving course credit for compensated work. This does not include reimbursement of reasonable out-of-pocket expenses related to the externship.

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A student may be allowed a part-time (3 or 4 units) externship with an agency/office/firm where she/he has previously worked or interned by completing the *Petition for Repeat Civil/Criminal Law Externship* to demonstrate that the experience to be gained:

- constitutes significant educational value commensurate with the academic credit to be given, and
- differs substantially from the work previously undertaken.

The Director and Assistant Professor for the Externship Programs will consider these *Petitions* for approval. Students are advised to submit the *Petition* as part of their Externship Applications well in advance of the submission deadline.

**STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS**

Please review the requirements below to determine whether you are eligible to apply for academic credit for a civil or criminal law externship. **These academic eligibility requirements are strictly enforced without exception.**

When Can You Participate in the Civil/Criminal Law Externship Program?

Subject to minimum GPA and other academic requirements, students are eligible to participate in the Civil/Criminal Law Externship Program during the following semesters:

- **Full-time students:** during their second and third years of law school (i.e., starting the summer following the first year of courses, but see p. 8 re summer externships)
- **Part-time students:** during their third and fourth years (i.e., starting the summer following the spring semester of their second year)
- **Part-time students who convert to full-time status after their first year:** starting in the spring semester of their second year

Do You Meet the Minimum GPA Requirements?

Applicants for Civil/Criminal Law Externships must be in good academic standing at the time they apply for and at the time they start the externship, and meet certain GPA requirements as follows:

No. of Academic Units	For Students Who Entered Prior to <i>Fall 2007</i> and Entered Their 3 <sup>rd</sup> or 4 <sup>th</sup> Year in <i>Fall 2009</i>	For Students Who Entered Law School in <i>Fall 2007</i> or <i>Thereafter</i> <sup>5</sup>
<b>Half-time</b> (6 units)	Above 2.30 and good standing	Above 2.50 and good standing
<b>Part-time</b> (3 or 4 units)	3L/4L students = At least 2.00 and no probation	2L students in their fall = See **
		3L students (fall and spring) and 2L students in their spring = At least 2.30 and no probation

\*\* Please note that second-year students with a cumulative GPA at the end of their first year of 2.50 or below are subject to restrictions. In the fall of their second year, these students are prohibited from enrolling in the Civil and Criminal Law Externship Programs. In the spring of their second year, these students may be eligible to participate and should consult with Assistant Dean for Academic Services Elizabeth Benhardt well before the spring semester for clarification.

<sup>5</sup> Students who enrolled in law school in Fall 2007 or thereafter are subject to the modified grading guidelines adopted in Fall 2007.

**APPLICATION PROCESS**

- 1) Before attempting to secure an externship with an eligible employer, please verify that you satisfy the academic criteria, meet the requisite minimum GPA requirements, and are not subject to any enrollment limitations.
- 2) Secure your externship using the assistance of the Office of Career Planning (see next page). If this employer is not listed on the attached *List of Prior Externships*, have your supervising attorney complete the *Request for Approval of Agency/Firm for Civil/Criminal Law Externship Program* form.
- 3) Complete the following forms:
  - *Student Application for Civil/Criminal Law Externship Program*
  - *Statement of Educational Goals* (must be reviewed and signed by supervisor)
  - *Extern Supervisor and Extern Agreement* (must be reviewed and signed by supervisor)
  - *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked/volunteered for the agency/office before)
  - Attach current resume
- 4) If appropriate for the externship, fill out and submit an application to the State Bar to become a “Certified Law Student.” (See p. 5, footnote 3.)
- 5) Submit your completed application packet to the Externship Programs Office by the appropriate deadline listed on the cover of this packet.

**CREDIT FOR SUMMER EXTERN WORK**

Students are often interested in obtaining externship credit for work they perform over the summer. While this is possible, please consider the following prior to registering:

- 1) Summer externships are treated like any other summer school course. You must register for the externship at the beginning of the summer and you must pay for tuition for each unit. *The unit options during the summer term are 3 and 4 units.*
- 2) The last day to register for summer school is usually in late May or early June.
- 3) Full-time students must still pay tuition for subsequent semesters at the School of Law. Thus, if you are a full-time student, it may not make financial sense for you to get course credit for summer work. Instead, you might consider performing the work on a volunteer basis. You will still obtain valuable experience and make contacts that may prove advantageous in your legal career, while avoiding an increase to your overall costs/debt burden.<sup>6</sup>
- 4) All the aforementioned rules about student eligibility, academic standing, course credit, hours of work required, pre-requisites and co-requisites still apply.

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<sup>6</sup> In a few instances, the employer will request the student continue working from a previous semester into the next one. If the student wishes to receive credit for work during the following semester, please review the policy regarding “Fieldwork for Employers Where You Have Previously Volunteered or Worked” on p. 6 of this packet. The student and the employer must make plans to ensure that the work to be completed in the following semester will be substantially different from the work already completed.

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**ASSISTANCE FROM THE OFFICE OF CAREER PLANNING**

Students are responsible for making the initial contact with the agency/office/firm and securing the externship. The search for an externship is similar to any other job search process, and the attached *List of Prior Externships* will be a helpful starting point. During this search, students are strongly advised to meet with a Career Planning Director to discuss practice area interests and employers and review submission materials, including cover letters, resumes, references, and writing sample format. Located in Room 230, the Office of Career Planning can be reached at (415) 422-6757 or at [lawcareer@usfca.edu](mailto:lawcareer@usfca.edu).

**CIVIL AND CRIMINAL LAW EXTERNSHIP CLASS DATES (TENTATIVE):<sup>7</sup>**

**Spring 2010:**

Civil Law Externship Program – Fridays: 1/15 from 12:30 – 2:30pm; 2/19 from 12:30 – 1:50pm; 4/9 from 12:30 – 1:50pm.

Criminal Law Externship Program – Mondays, 5:00 – 6:20pm: 1/25, 2/22, 3/22, 4/5, 4/26. This class will be led by Assistant District Attorney Eric Fleming from the SFDA Office.

**Summer 2010: TBA**

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<sup>7</sup> These are confirmed as of October 2009. Please double-check these dates and times with information posted by the Registrar.

Semester/Year for which you are requesting credit: \_\_\_\_\_

## STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP

After having secured an externship with an eligible employer, the student must submit the following materials together to the Externship Programs Office by the deadline listed on the front cover of the application packet:

- 1) This *Application* form
- 2) *Extern Supervisor and Extern Agreement* (student and supervising attorney must sign this form)
- 3) *Statement of Educational Goals for Civil/Criminal Law Externship* (student and supervising attorney must sign this form)
- 4) Current resume

No. of Units Requested (3, 4, or 6)<sup>1</sup>: \_\_\_\_\_ Total Minimum Required Hours<sup>2</sup>: \_\_\_\_\_

### 1. STUDENT INFORMATION: (Please print/type)

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_ FT or PT Student: \_\_\_\_\_

Month/Year of Graduation: \_\_\_\_\_ Semester/Year You Started Law School: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Currently on probation? \_\_\_\_\_

### 2. SUPERVISING ATTORNEY AND AGENCY / OFFICE INFORMATION:

(circle) Mr./Ms. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

Email: \_\_\_\_\_

State of Bar Admission: \_\_\_\_\_ Month/Year of Bar Admission:<sup>3</sup> \_\_\_\_\_

Agency/Office: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

<sup>1</sup> During the summer session, only the 3 and 4 unit options are available. During any semester, externships with private sector employers are limited to 3 or 4 units.

<sup>2</sup> 6 units = 288 hours; 4 units = 192 hours; 3 units = 144 hours.

<sup>3</sup> Supervising attorneys must have been admitted to a state Bar for at least two (2) years and be in good standing.

STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP, p. 2 of 2

3. Have you previously worked for this office or agency (volunteer, paid, or credit)?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, you must complete a "Petition for Repeat Civil/Criminal Law Externship" form.

4. Number of part-time civil/criminal/judicial externship units (3 or 4 units) received to date: \_\_\_\_\_ (Note: a maximum of 7 part-time externship units may apply toward J.D. degree.)

Where: \_\_\_\_\_

5. Number of half-time (6 units) civil/criminal/judicial units received to date: \_\_\_\_\_

Where: \_\_\_\_\_

6. Number of other non-classroom units received to date: \_\_\_\_\_ (Includes Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the Intellectual Property Law Bulletin, the Maritime Law Journal, and the USF Law Review. Maximum of 21 non-classroom units may apply toward J.D. degree.)

7. Do you intend to enroll in any in-house clinic, other externship course, or Street Law this semester?

Yes\_\_\_\_\_ No\_\_\_\_\_

**IMPORTANT:  
REQUIREMENTS OF AND LIMITATIONS ON THE LAW SCHOOL EXTERNSHIP PROGRAMS**

It is the student's responsibility to ensure that her/his externship schedule does not conflict with her/his regular academic schedule. Changes will not be made in individual academic schedules to accommodate a student's externship. **The student must concurrently attend the corresponding externship class meetings.** Students may not enroll in more than one in-house clinic, civil or criminal law externship, judicial externship, or Street Law course, during the same semester.

To obtain the Juris Doctor degree, students must complete eighty-six (86) units of course credit. Please note that there is a twenty-one (21) unit maximum placed on the number of non-classroom units that can be applied towards the J.D. degree. Non-classroom units include the one (1) unit received for Moot Court participation and any other units received for such activities as Moot Court case counsel, directed research, ASP tutor, the Street Law program, in-house clinics, externship programs, *Law Review*, *Maritime Law Journal* and the *Intellectual Property Law Bulletin* for which credit is awarded. In addition, a maximum of seven (7) units of part-time civil/criminal law or judicial externship experience (i.e., 3 or 4 unit externships) may apply toward the J.D. degree. It is the student's responsibility to see that she/he does not exceed these allowances, as they will affect eligibility for graduation.

I certify that I have read the above and the Policies, Procedures, and Requirements in the Civil/Criminal Law Externship Application Packet. I understand that I am required to attend all corresponding class meetings, submit evaluations and weekly timesheets, and complete other assignments as directed.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Professor Isabel Choi

\_\_\_\_\_  
Date

**DISPOSITION:**  
Approved\_\_\_\_\_ Denied\_\_\_\_\_

Pending the following:\_\_\_\_\_

**EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT**

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Placement: \_\_\_\_\_

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs who will receive academic credit.

**Supervisor's Agreement:**

Please initial each standard and add any comments to the bottom of this form.

\_\_\_\_\_ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

\_\_\_\_\_ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

\_\_\_\_\_ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

\_\_\_\_\_ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

\_\_\_\_\_ **Diversity of Tasks:** Externs are assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

\_\_\_\_\_ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

\_\_\_\_\_ **Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

\_\_\_\_\_ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

\_\_\_\_\_ **No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

\_\_\_\_\_ **Bar Admission/Status.** I certify that my first bar admission was to the (*state*) \_\_\_\_\_ Bar in (*month/year*) \_\_\_\_\_ and that I am currently an active member with the (*state*) \_\_\_\_\_ Bar.

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**Extern's Agreement:**

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that the start and end dates of my externship are:<sup>4</sup>

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of units of credit I seek for this externship: \_\_\_\_\_. I understand that to receive credit I must on average work \_\_\_\_ hours per week.

During this semester, I have the following classes and academic commitments:

Name of Class:	Day/Time:
<u>Civil/Criminal Law Externship Course</u> _____	_____(See Registrar schedule)_____
_____	_____
_____	_____
_____	_____

*We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the Law School's Externship Programs with any questions or issues that arise during the externship.*

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Signature of Supervising Attorney/Judge:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Submit to: Isabel Choi, Assistant Professor and Director of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to [externships@usfca.edu](mailto:externships@usfca.edu).

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate, Santa Clara, Stanford, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco School of Law.

<sup>4</sup> Spring 2010 Semester: 1/15/10-4/28/10. Summer 2010 Session: 6/7/10-7/26/10.





**REQUEST FOR APPROVAL OF AGENCY FOR  
CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM**

1. AGENCY / OFFICE INFORMATION:

Agency/Office: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Website: \_\_\_\_\_

2. SUPERVISING ATTORNEY:

(circle) Mr./Ms.: First Name: \_\_\_\_\_ Last name: \_\_\_\_\_  
Title: \_\_\_\_\_ Direct phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
State of Bar Admission: \_\_\_\_\_ Month/Year of Bar Admission: \_\_\_\_\_

3. Minimum hour commitment. Students must complete a certain number of fieldwork hours over the course of 13-15 weeks during the fall/spring semesters, for a total of 144 or 192 or 288 hours per semester. During the summer session of seven (7) weeks, students must complete 144 or 193 hours. What is your minimum hourly commitment per week?

(Check one) 10-12 hours/week \_\_\_\_\_ 13-15 hours/week \_\_\_\_\_ 20-22 hours/week \_\_\_\_\_

4. Number of students you can accommodate each semester: \_\_\_\_\_

5. Certification under the Practical Training of Law Students Program of the State Bar of California is:  
*Required* \_\_\_\_\_ *Preferred* \_\_\_\_\_ *Not Necessary* \_\_\_\_\_

6. Please answer the following questions regarding the externship. *Please print your responses on Agency/Firm letterhead and attach.*

- A. Describe the work done in the legal agency/office. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.
- B. Describe the educational objectives of the externship.
- C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervising attorney will work together.
- D. Describe how the supervision and work assignments will meet the School of Law's supervision requirements outlined in the "Supervising Attorney's Agreement" from.
- E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.
- F. Attach the résumé(s) or summary of professional/educational experience of the supervising attorney(s).

**REQUEST FOR APPROVAL OF AGENCY FOR  
CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM, p. 2 of 2**

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the employer is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship. Accordingly, please review the supervisor's obligations listed in the *Extern Supervisor and Extern Agreement*.

**I have read the School of Law's policies, requirements and procedures for externships, including its *Extern Supervisor and Extern Agreement*, and I am willing to comply with them. I also certify that I am in good standing with the Bar.**

\_\_\_\_\_  
**Signature of Supervising Attorney**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Professor Isabel Choi

\_\_\_\_\_  
Date Reviewed

Approved\_\_\_\_

Disapproved\_\_\_\_

## LIST OF PRIOR EXTERNSHIPS Civil/Criminal Law Externship Program

Below are pre-approved employers. Supervising attorney information is included where updated information has been provided. Details regarding externship duties as provided by the employers also are on [www.USFLawLink.com](http://www.USFLawLink.com). Under the “Internship/Job Listings” toolbar, conduct a search under “Position type” by “Civil Law Externship” or “Criminal Law Externship.”

If a student wishes to earn credit with a Bay Area agency/office not listed, the student must submit a completed *Request for Approval of Agency* with his/her Civil/Criminal Law Externship Application.

### “Approved” Status of Employers or Supervisors/Site Visits

Throughout the year, periodic externship site-visits will be conducted to ensure that 1) the student is performing as expected, and 2) the student is acquiring an appropriate amount and quality of skills in a professional working environment, in compliance with ABA Standards. *Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.*

**Note: Employers in boldface type recently have expressed a particular interest in hosting a USF student as an extern.**

Type	Agency	Supervising Attorney	Supervising Attorney Email	Website
Gov't	Alameda County Public Defender	Brendon Woods	<a href="mailto:brendon.woods@acgov.org">brendon.woods@acgov.org</a>	<a href="http://www.co.alameda.ca.us/defender/">www.co.alameda.ca.us/defender/</a>
Gov't	Alameda County Public Defender, Dependency Division	Kathy Siegel	<a href="mailto:ksiegel@acgov.org">ksiegel@acgov.org</a>	<a href="http://www.co.alameda.ca.us/defender/">www.co.alameda.ca.us/defender/</a>
Gov't	Bay Area Rapid Transit (BART)	Byron Toma	<a href="mailto:btoma@BART.gov">btoma@BART.gov</a>	<a href="http://www.BART.gov">www.BART.gov</a>
<b>Gov't</b>	<b>California Appellate Project</b>	<b>Mel Greenlee</b>	<b><a href="mailto:mgreenlee@capsf.org">mgreenlee@capsf.org</a></b>	<b><a href="http://www.capsf.org">www.capsf.org</a></b>
Gov't	California Attorney General's Office	Michele Swanson	<a href="mailto:michele.swanson@doj.ca.gov">michele.swanson@doj.ca.gov</a>	<a href="http://ag.ca.gov/">http://ag.ca.gov/</a>
Gov't	California Coastal Commission			<a href="http://www.coastal.ca.gov/">http://www.coastal.ca.gov/</a>
<b>Gov't</b>	<b>California Department of Fair Employment and Housing, Oakland Legal Unit</b>	<b>Susan Saylor</b>	<b><a href="mailto:susansaylor@dfeh.ca.gov">susansaylor@dfeh.ca.gov</a></b>	<b><a href="http://www.dfeh.ca.gov">www.dfeh.ca.gov</a></b>
Gov't	California Public Utilities Commission - Legal Division			<a href="http://www.cpuc.ca.gov/puc/">http://www.cpuc.ca.gov/puc/</a>
<b>Gov't</b>	<b>Community Development Agency (of Marin County)</b>	<b>Dawn Weisz</b>	<b><a href="mailto:dweisz@co.marin.ca.us">dweisz@co.marin.ca.us</a></b>	<b><a href="http://co.marin.ca.us">co.marin.ca.us</a></b>
Gov't	Contra Costa County Office of the Public Defender	Jonathan Laba	<a href="mailto:jlaba@pd.cccounty.us">jlaba@pd.cccounty.us</a>	<a href="http://www.co.contra-costa.ca.us/">http://www.co.contra-costa.ca.us/</a>
<b>Gov't</b>	<b>Contra Costa County Office of the Public Defender</b>	<b>Robin Lipetzky</b>	<b><a href="mailto:Rlipe@pd.cccounty.us">Rlipe@pd.cccounty.us</a></b>	<b><a href="http://www.co.contra-costa.ca.us">http://www.co.contra-costa.ca.us</a></b>
Gov't	Department of Justice, Office of the Attorney General, State of California			
Gov't	East Bay Municipal Utility District	Xanthe Berry	<a href="mailto:xberry@ebmud.com">xberry@ebmud.com</a>	<a href="http://www.ebmud.com">www.ebmud.com</a>
Gov't	Equal Employment Opportunity Commission	Jonathan Peck	<a href="mailto:jonathan.peck@eoc.gov">jonathan.peck@eoc.gov</a>	<a href="http://eoc.gov">eoc.gov</a>
<b>Gov't</b>	<b>Equal Employment Opportunity Commission</b>	<b>Linda Ordonio-Dixon</b>	<b><a href="mailto:linda.ordonio-dixon@eoc.gov">linda.ordonio-dixon@eoc.gov</a></b>	<b><a href="http://eoc.gov">eoc.gov</a></b>

Gov't	Executive Office of Immigration Review			<a href="http://www.usdoj.gov/eoir/">http://www.usdoj.gov/eoir/</a>
<b>Gov't</b>	<b>Fair Employment and Housing Commission</b>	<b>Ann Noel</b>	<b><a href="mailto:ann.noel@fehca.gov">ann.noel@fehca.gov</a></b>	<b><a href="http://www.fehc.ca.gov/">http://www.fehc.ca.gov/</a></b>
<b>Gov't</b>	<b>Judicial Counsel of Cal. Administrative Office of the Courts</b>	<b>Scott Gardner</b>	<b><a href="mailto:scott.gardner@jud.ca.gov">scott.gardner@jud.ca.gov</a></b>	<b><a href="http://www.courtinfo.ca.gov">www.courtinfo.ca.gov</a></b>
Gov't	Judicial Council of Cal., Center for Families, Children and the Courts	Christine Cleary	<a href="mailto:christine.cleary@jud.ca.gov">christine.cleary@jud.ca.gov</a>	<a href="http://www.jud.ca.gov">www.jud.ca.gov</a>
<b>Gov't</b>	<b>Los Angeles County Public Defender's Office</b>	<b>Sanders Smith</b>	<b><a href="mailto:ssmith@pubdef.lacounty.gov">ssmith@pubdef.lacounty.gov</a></b>	<b><a href="http://www.pubdef.lacounty.gov">www.pubdef.lacounty.gov</a></b>
Gov't	Marin County Counsel's Office			<a href="http://www.co.marin.ca.us">http://www.co.marin.ca.us</a>
Gov't	Marin County District Attorney's Office			<a href="http://www.co.marin.ca.us/da/">http://www.co.marin.ca.us/da/</a>
<b>Gov't</b>	<b>Marin County Public Defender's Office</b>	<b>Debra Leyva</b>	<b><a href="mailto:dleyva@co.marin.ca.us">dleyva@co.marin.ca.us</a></b>	<b><a href="http://www.co.marin.ca.us">co.marin.ca.us</a></b>
Gov't	Oakland City Attorney's Office			<a href="http://www.oaklandcityattorney.org/">http://www.oaklandcityattorney.org/</a>
Gov't	Oakland Unified School District – Office of the General Counsel	Jacqueline Minor	<a href="mailto:Jacqueline.Minor@ousd.k12.ca.us">Jacqueline.Minor@ousd.k12.ca.us</a>	<a href="http://www.ousd.k12.ca.us">www.ousd.k12.ca.us</a>
<b>Gov't</b>	<b>Office of the General Counsel at Peralta Community College</b>	<b>Thuy Thi Nguyen</b>	<b><a href="mailto:ttnguyen@peralta.edu">ttnguyen@peralta.edu</a></b>	<b><a href="http://www.peralta.cc.ca.us">http://www.peralta.cc.ca.us</a></b>
Gov't	Office of the State Public Defender	Sara Theiss	<a href="mailto:InternProgram@ospd.ca.gov">InternProgram@ospd.ca.gov</a>	<a href="http://www.ospd.ca.gov/">www.ospd.ca.gov/</a>
Gov't	Riverside County District Attorney	Carlos Monagas	<a href="mailto:cmonagas@rivcoda.org">cmonagas@rivcoda.org</a>	<a href="http://www.rivcoda.org">rivcoda.org</a>
<b>Gov't</b>	<b>San Francisco City Attorney's Office</b>	<b>Laurel Turner</b>	<b><a href="mailto:Laurel.Turner@sfgov.org">Laurel.Turner@sfgov.org</a></b>	<b><a href="http://www.sfgov.org">sfgov.org</a></b>
<b>Gov't</b>	<b>San Francisco City Attorney's Office</b>	<b>Virginia Dario Elizando</b>	<b><a href="mailto:virginia.dario.elizando@sfgov.org">virginia.dario.elizando@sfgov.org</a></b>	<b><a href="http://www.sfgov.org">sfgov.org</a></b>
<b>Gov't</b>	<b>San Francisco County Public Defender Office</b>	<b>Katherine Asada</b>	<b><a href="mailto:kathy.asada@sfgov.org">kathy.asada@sfgov.org</a></b>	<b><a href="http://www.sfgov.org">sfgov.org</a></b>
Gov't	San Francisco District Attorney's Office	Jessica Geiger c/o Paul Henderson	<a href="mailto:sfdainternship@gmail.com">sfdainternship@gmail.com</a>	<a href="http://www.sfgov.org/site/frame.asp?u=http://www.sfdistrictattorney.org/">http://www.sfgov.org/site/frame.asp?u=http://www.sfdistrictattorney.org/</a>
<b>Gov't</b>	<b>San Francisco District Attorney's Office</b>	<b>Diane Knoles</b>	<b><a href="mailto:diane.knoles@sfgov.org">diane.knoles@sfgov.org</a></b>	<b><a href="http://www.sfgov.org">sfgov.org</a></b>
Gov't	San Francisco Family Law Facilitators Office			<a href="http://www.sfgov.org">sfgov.org</a>
<b>Gov't</b>	<b>San Francisco Taxi Commission</b>	<b>Jordanna Thigpen</b>	<b><a href="mailto:Jordanna.thigpen@sfgov.org">Jordanna.thigpen@sfgov.org</a></b>	<b><a href="http://www.sfgov.org/taxicommission">http://www.sfgov.org/taxicommission</a></b>
<b>Gov't</b>	<b>San Mateo County District Attorney</b>	<b>Morley Pitt</b>	<b><a href="mailto:mpitt@co.sanmateo.ca.us">mpitt@co.sanmateo.ca.us</a></b>	<b><a href="http://www.co.sanmateo.ca.us">http://www.co.sanmateo.ca.us</a></b>
Gov't	Santa Clara County District Attorney's Office	Martha Donohoe	<a href="mailto:mtonohoe@da.sccgov.org">mtonohoe@da.sccgov.org</a>	<a href="http://www.sccgov.org">sccgov.org</a>
Gov't	Santa Clara County Office of the Alternate Public Defender	Michele Diederichs	<a href="mailto:michele.diederichs@ado.sccgov.org">michele.diederichs@ado.sccgov.org</a>	<a href="http://www.sccgov.org">sccgov.org</a>
Gov't	Santa Cruz Public Defender	Beth Chance	<a href="mailto:bchance@scdefenders.com">bchance@scdefenders.com</a>	<a href="http://www.co.santa-cruz.ca.us">http://www.co.santa-cruz.ca.us</a>
Gov't	U.S. Attorney Office	Charles O'Connor	<a href="mailto:charles.oconnor@usdoj.gov">charles.oconnor@usdoj.gov</a>	<a href="http://www.usdoj.gov">usdoj.gov</a>
Gov't	U.S. Attorney Office	Ila Deiss	<a href="mailto:ila.deiss@usdoj.gov">ila.deiss@usdoj.gov</a>	<a href="http://www.usdoj.gov">usdoj.gov</a>
Gov't	U.S. Attorney Office, Northern District of California	Acadia Senese	<a href="mailto:acadia.Senese@usdoj.gov">acadia.Senese@usdoj.gov</a>	<a href="http://www.usdoj.gov">usdoj.gov</a>
Gov't	U.S. Department of Housing & Urban Development Office of Fair Housing	Paul Smith	<a href="mailto:Paul.E.Smith@hud.gov">Paul.E.Smith@hud.gov</a>	<a href="http://www.hud.gov">www.hud.gov</a>
Gov't	U.S. Department of Justice, Office of the Attorney General, State of California	Raymond Hamilton	<a href="mailto:raymond.hamilton@doj.ca.gov">raymond.hamilton@doj.ca.gov</a>	<a href="http://www.doj.ca.gov">www.doj.ca.gov</a>
<b>Gov't</b>	<b>U.S. Department of Justice, Torts Branch</b>	<b>R. Michael Underhill</b>	<b><a href="mailto:mike.underhill@usdoj.gov">mike.underhill@usdoj.gov</a></b>	<b><a href="http://www.usdoj.gov">usdoj.gov</a></b>
Gov't	U.S. Department of Labor	Anne Torkington	<a href="mailto:torkington.anne@dol.gov">torkington.anne@dol.gov</a>	<a href="http://www.dol.gov">dol.gov</a>

Gov't	<b>U.S. Department of Labor, Employee Benefits Security Administration</b>	<b>Kimiyo Dowell</b>	<b><u><a href="mailto:dowell.kimiyo@dol.gov">dowell.kimiyo@dol.gov</a></u></b>	<b>dol.gov</b>
Gov't	U.S. Department of Justice, Environmental and Natural Resource Division	Deborah Gitin	<u><a href="mailto:deborah.gitin@usdoj.gov">deborah.gitin@usdoj.gov</a></u>	<a href="http://www.oalj.dol.gov">http://www.oalj.dol.gov</a>
Gov't	<b>U.S. Department of Labor, Office of Administrative Law Judges</b>	<b>Lindsay Nakamura</b>	<b><u><a href="mailto:Nakamura.lindsay@dol.gov">Nakamura.lindsay@dol.gov</a></u></b>	<b><a href="http://www.usdoj.gov/enrd/index.html">http://www.usdoj.gov/enrd/index.html</a></b>
Gov't	U.S. Environmental Protection Agency, Regional Counsels Office			<a href="http://www.epa.gov/">http://www.epa.gov/</a>
Gov't	<b>U.S. Securities and Exchange Commission</b>	<b>Jennifer Scafe</b>	<b><u><a href="mailto:scafej@sec.gov">scafej@sec.gov</a></u></b>	<b>sec.gov</b>
Gov't	U.S. Trustee's Office			<a href="http://www.usdoj.gov/ust/">http://www.usdoj.gov/ust/</a>

Non-Profit	ACLU of Northern California; Policy Department			<a href="http://www.aclunc.org/">http://www.aclunc.org/</a>
Non-Profit	AIDS Legal Referral Panel	Sara Malan	<u><a href="mailto:sara@alrp.org">sara@alrp.org</a></u>	<a href="http://www.alrp.org">www.alrp.org</a>
Non-Profit	<b>Asian Law Alliance</b>	<b>Richard Konda</b>	<b><u><a href="mailto:alalliance@aol.com">alalliance@aol.com</a></u></b>	<b><a href="http://www.asianlawalliance.org/">http://www.asianlawalliance.org/</a></b>
Non-Profit	<b>Asian Pacific Islander Legal Outreach</b>	<b>Erin Gangitano</b>	<b><u><a href="mailto:egangitano@apilegaloutreach.org">egangitano@apilegaloutreach.org</a></u></b>	<b><a href="http://www.apilegaloutreach.org/">http://www.apilegaloutreach.org/</a></b>
Non-Profit	<b>Asylum Access</b>	<b>Emily Arnold-Fernandez</b>	<b><u><a href="mailto:Emily@asylumaccess.org">Emily@asylumaccess.org</a></u></b>	<b><a href="http://www.asylumaccess.org">www.asylumaccess.org</a></b>
Non-Profit	<b>Bay Area Legal Aid</b>	<b>Arnold Ellis</b>	<b><u><a href="mailto:Aellis@baylegal.org">Aellis@baylegal.org</a></u></b>	<b>baylegal.org</b>
Non-Profit	<b>Bay Area Legal Aid</b>	<b>Genevieve Richardson</b>	<b><u><a href="mailto:grichardson@baylegal.org">grichardson@baylegal.org</a></u></b>	<b>baylegal.org</b>
Non-Profit	BayKeeper			<a href="http://www.baykeeper.org/">http://www.baykeeper.org/</a>
Non-Profit	<b>California Appellate Project</b>	<b>Melissa Hooper</b>	<b><u><a href="mailto:internships@capsf.org">internships@capsf.org</a></u></b>	<b><a href="http://www.capsf.org/">http://www.capsf.org/</a></b>
Non-Profit	California Rural Legal Assistance	Cynthia Rice	<u><a href="mailto:crice@crla.org">crice@crla.org</a></u>	<a href="http://www.crla.org">www.crla.org</a>
Non-Profit	Center on Race, Poverty & the Environment			<a href="http://www.crpe-ej.org/">http://www.crpe-ej.org/</a>
Non-Profit	Centro Legal de la Raza (Oakland)	Allison Davenport	<u><a href="mailto:allisondavenport@centrolegal.org">allisondavenport@centrolegal.org</a></u>	<a href="http://www.centrolegal.org">centrolegal.org</a>
Non-Profit	<b>Community Legal Services in East Palo Alto</b>	<b>Mary Dutcher</b>	<b><u><a href="mailto:mary@clsepa.org">mary@clsepa.org</a></u></b>	<b><a href="http://www.clsepa.org">www.clsepa.org</a></b>
Non-Profit	<b>Community Overcoming Relationship Abuse</b>	<b>Deborah Appel</b>	<b><u><a href="mailto:debbiea@corasupport.org">debbiea@corasupport.org</a></u></b>	<b>corasupport.org</b>
Non-Profit	Danger, Inc.	Scott Darling	<u><a href="mailto:sdarling@danger.com">sdarling@danger.com</a></u>	<a href="http://danger.com">danger.com</a>
Non-Profit	Earthjustice			<a href="http://www.earthjustice.org/">http://www.earthjustice.org/</a>
Non-Profit	<b>East Bay Sanctuary Covenant</b>	<b>Kusia Maria Hreschyshyn</b>	<b><u><a href="mailto:kusia@kusia.net">kusia@kusia.net</a></u></b>	<b><a href="http://www.eastbaysanctuary.org/">http://www.eastbaysanctuary.org/</a></b>
Non-Profit	Electronic Frontier Foundation	Matt Zimmerman	<u><a href="mailto:mattz@eff.org">mattz@eff.org</a></u>	<a href="http://www.eff.org">www.eff.org</a>
Non-Profit	Ella Baker Center for Human Rights			<a href="http://www.ellabakercenter.org">http://www.ellabakercenter.org</a>
Non-Profit	Equal Justice Society	Kimberly Thomas Rapp	<u><a href="mailto:kthomasrapp@equaljusticesociety.org">kthomasrapp@equaljusticesociety.org</a></u>	<a href="http://equaljusticesociety.org">http://equaljusticesociety.org</a>
Non-Profit	<b>Equal Rights Advocates</b>	<b>Jesmaya Morales</b>	<b><u><a href="mailto:Jmorales@equalrights.org">Jmorales@equalrights.org</a></u></b>	<b>equalrights.org</b>
Non-Profit	<b>Eviction Defense Collaborative</b>	<b>Laura Chiera</b>	<b><u><a href="mailto:lchiera@gmail.com">lchiera@gmail.com</a></u></b>	<b><a href="http://www.thevolunteercenter2.net">http://www.thevolunteercenter2.net</a></b>

<b>Non-Profit</b>	<b>First Amendment Project</b>	<b>David Greene</b>	<b><a href="mailto:dgreene@thefirstamendment.org">dgreene@thefirstamendment.org</a></b>	<b><a href="http://thefirstamendment.org">http://thefirstamendment.org</a></b>
<b>Non-Profit</b>	<b>First District Appellate Project</b>	<b>Kathryn Seligman</b>	<b><a href="mailto:kseligman@fdap.org">kseligman@fdap.org</a></b>	<b><a href="http://fdap.org/">http://fdap.org/</a></b>
<b>Non-Profit</b>	<b>Homeless Advocacy Project</b>	<b>Theodore Janowsky</b>	<b><a href="mailto:tjanowsky@sfbay.org">tjanowsky@sfbay.org</a></b>	<b><a href="http://homelessadvocacyproject.org">homelessadvocacyproject.org</a></b>
Non-Profit	International Institute of the East Bay			<a href="http://iieb.org/">http://iieb.org/</a>
Non-Profit	La Raza Centro Legal (San Francisco)			<a href="http://www.lrcf.org/">http://www.lrcf.org/</a>
Non-Profit	Lawyer's Committee for Civil Rights	Philip Hwang	<a href="mailto:phwang@lccr.com">phwang@lccr.com</a>	<a href="http://lccr.com/">http://lccr.com/</a>
Non-Profit	Legal Aid Society - Employment Law Center			<a href="http://www.las-elc.org/">http://www.las-elc.org/</a>
Non-Profit	Legal Assistance for Seniors	Maureen Carden	<a href="mailto:mcarden@lashicap.org">mcarden@lashicap.org</a>	lashicap.org
<b>Non-Profit</b>	<b>Legal Services for Children</b>	<b>Eliza Patten</b>	<b><a href="mailto:eliza@lsc-sf.org">eliza@lsc-sf.org</a></b>	<b><a href="http://www.lsc-sf.org/web/index.html">http://www.lsc-sf.org/web/index.html</a></b>
Non-Profit	National Center for Lesbian Rights			<a href="http://www.nclrights.org">http://www.nclrights.org</a>
Non-Profit	National Center for Youth Law			<a href="http://www.youthlaw.org/">http://www.youthlaw.org/</a>
Non-Profit	National Employment Lawyers Association & Employee Rights Advocacy Institute for Law	Rebecca Hamburg	<a href="mailto:rhamburg@nelahq.org">rhamburg@nelahq.org</a>	www.nela.org
Non-Profit	National Heritage Institute	Richard Roos-Collins	<a href="mailto:rrcollins@n-h-i.org">rrcollins@n-h-i.org</a>	<a href="http://www.n-h-i.org">www.n-h-i.org</a>
Non-Profit	Operating Engineers Local Union No. 3	Jolsna John	<a href="mailto:jjohn@oe3.org">jjohn@oe3.org</a>	www.oe3.org
Non-Profit	Protection & Advocacy			<a href="http://www.pai-ca.org/">http://www.pai-ca.org/</a>
Non-Profit	Public Advocates			<a href="http://www.publicadvocates.org/">http://www.publicadvocates.org/</a>
Non-Profit	San Francisco Community Land Trust	Sherry Geyer	<a href="mailto:sgeyer@reedsmith.com">sgeyer@reedsmith.com</a>	<a href="http://www.sfclt.org/">http://www.sfclt.org/</a>
Non-Profit	Sierra Club			<a href="http://www.sierraclub.org/">http://www.sierraclub.org/</a>
Non-Profit	The Center For Justice & Accountability	Pamela Merchant	<a href="mailto:pmerchant@cja.org">pmerchant@cja.org</a>	cja.org
Non-Profit	The Greenlining Institute	Thalia Gonzalez	<a href="mailto:thaliag@greenlining.org">thaliag@greenlining.org</a>	<a href="http://www.greenlining.org/">http://www.greenlining.org/</a>
Non-Profit	Trout Unlimited			<a href="http://www.tu.org">http://www.tu.org</a>
Non-Profit	Youth Law Center			<a href="http://www.ylc.org/">http://www.ylc.org/</a>

**All externships with private law firms and corporations are limited to 3 or 4 units.**

Private	Akhlagh & Associates/ NLSCA			N/A
Private	Alborg, Veiluva & Epstein LLP	Mark Epstein	<a href="mailto:mepstein@avelaw.com">mepstein@avelaw.com</a>	www.avelaw.com
Private	Alexander, Berkey, Williams & Weathers LLP	Curtis Berkey	<a href="mailto:cberkey@abwwlaw.com">cberkey@abwwlaw.com</a>	abwwlaw.com
Private	Andrus & Anderson LLP	Lori Andrus	<a href="mailto:lori@libertylawoffice.com">lori@libertylawoffice.com</a>	<a href="http://www.andrusanderson.com">www.andrusanderson.com</a>
Private	Arns Law Firm			<a href="http://www.arnslaw.com/">http://www.arnslaw.com/</a>
Private	Austin Law Group	Alex Austin	<a href="mailto:austin@austinlawgroup.com">austin@austinlawgroup.com</a>	<a href="http://www.theaustinlawgroup.com/">http://www.theaustinlawgroup.com/</a>
Private	Banning Micklow & Bull LLP (Maritime)			<a href="http://www.banningmicklow.com/">http://www.banningmicklow.com/</a>
Private	Bingham McCutchen	James Rockett	<a href="mailto:james.rockett@bingham.com">james.rockett@bingham.com</a>	bingham.com
Private	Bohbot & Riles			<a href="http://www.strikebacklaw.com/">http://www.strikebacklaw.com/</a>
<b>Private</b>	<b>Bracamontes &amp; Vlasak</b>	<b>Ryan Vlasak</b>	<b><a href="mailto:rvlasak@bvlawsf.com">rvlasak@bvlawsf.com</a></b>	<b><a href="http://www.bvlawsf.com">www.bvlawsf.com</a></b>
Private	Bradshaw & Associates			<a href="http://www.bradshawassociates.com">http://www.bradshawassociates.com</a>
Private	Brandi Law Firm	Thomas Brandi	<a href="mailto:tjb@brandilaw.com">tjb@brandilaw.com</a>	brandilaw.com

Private	Brayton Purcell LLP			<a href="http://www.braytonlaw.com/">http://www.braytonlaw.com/</a>
Private	Bushnell, Caplan, Fielding & Maier LLP	Roderick Bushnell	<a href="mailto:rbushnell@sprynet.com">rbushnell@sprynet.com</a>	bcmlaw.com
Private	Campbell & Jayne LLP	Gail Campbell	<a href="mailto:gcampbell@campbelljayne.com">gcampbell@campbelljayne.com</a>	<a href="http://sfcrim.poweradvocates.com/">http://sfcrim.poweradvocates.com/</a>
Private	Carroll Burdick & McDonough LLP	Gretchen Ramos	<a href="mailto:garamos@cbmlaw.com">garamos@cbmlaw.com</a>	www.cbmlaw.com
Private	Catalano & Poon	Jannik Catalano	<a href="mailto:jannik@catalanoandpoon.com">jannik@catalanoandpoon.com</a>	www.catalanoandpoon.com
<b>Private</b>	<b>Cooper White and Cooper</b>	<b>Mark Tuft</b>	<b><a href="mailto:mtuft@cwclaw.com">mtuft@cwclaw.com</a></b>	<b>cwclaw.com</b>
Private	Cox Wootton Griffin Hansen & Poulos (Maritime)			<a href="http://www.cwghp.com/index.html">http://www.cwghp.com/index.html</a>
Private	Creative Industry Law Group	Lizbeth Hasse	<a href="mailto:lhasse@creativelawgroup.com">lhasse@creativelawgroup.com</a>	www.creativelawgroup.com
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Private	Duckworth, Peters, and Lebowitz, LLP	Mark Peters	<a href="mailto:mark@dplsf.com">mark@dplsf.com</a>	dplsf.com
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Private	Financial Industry Regulatory Authority	Mark Graves	<a href="mailto:Mark.graves@finra.org">Mark.graves@finra.org</a>	www.finra.org
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Private	Guy Kornblum & Associates			<a href="http://www.kornblumlaw.com/">http://www.kornblumlaw.com/</a>
Private	Heritage Bank of Commerce	Janet Walworth	<a href="mailto:janet.walworth@herbank.com">janet.walworth@herbank.com</a>	www.heritagebankofcommerce.com
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Private	Hornstein Law Offices			<a href="http://www.hornsteinfinancial.com/">http://www.hornsteinfinancial.com/</a>
Private	Intellectual Property Law Group			<a href="http://www.iplg.com/">http://www.iplg.com/</a>
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Private	Keker & Van Nest LLP			<a href="http://www.kvn.com/">http://www.kvn.com/</a>
Private	Keller Grover LLP			<a href="http://www.kellergrover.com/">http://www.kellergrover.com/</a>
Private	Law Office of Adams & Romer			<a href="http://www.1-800-u-adopt-us.com/">http://www.1-800-u-adopt-us.com/</a>
Private	Law Office of Alexandria Carl	Alexandria Carl	<a href="mailto:lawoffice@alexcarl.com">lawoffice@alexcarl.com</a>	N/A
Private	Law Office of Arthur Rugama	Arthur Rugama	<a href="mailto:lexhelp@pacbell.net">lexhelp@pacbell.net</a>	N/A
Private	Law Office of Che L. Hashim	Che Hashim	<a href="mailto:Che.hashim.esq@gmail.com">Che.hashim.esq@gmail.com</a>	N/A

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Private	Law Office of David Wise			N/A
Private	Law Office of Doug Rappaport	Douglas Rappaport	<a href="mailto:sfcrimlaw@sbcglobal.net">sfcrimlaw@sbcglobal.net</a>	N/A
<b>Private</b>	<b>Law Office of Eric L. Lifschitz</b>	<b>Eric Lifschitz</b>	<b><a href="mailto:eric@sflegalaid.com">eric@sflegalaid.com</a></b>	<b><a href="http://www.sflegalaid.com/">http://www.sflegalaid.com/</a></b>
Private	Law Office of George M. Rush	George Rush	<a href="mailto:george@gmrush.com">george@gmrush.com</a>	<a href="http://www.gmrush.com/">http://www.gmrush.com/</a>
Private	Law Office of Maximilian J.B. Hopkins			N/A
Private	Law Office of Michael and Michelle Mandel			<a href="http://www.mjmandel.com/">http://www.mjmandel.com/</a>
Private	Law Office of Scott Righthand	Scott Righthand	<a href="mailto:scott@righthandlaw.net">scott@righthandlaw.net</a>	<a href="http://righthandfirm.com">righthandfirm.com</a>
Private	Law Office of Shana Keating			N/A
Private	Law Office of Stephen M. Williams			<a href="http://stephenwilliamslaw.com">http://stephenwilliamslaw.com</a>
Private	Law Office of Trevor A. Roberts			N/A
Private	Law Office of Vaughn de Kirby			<a href="http://www.dekirby.net/">http://www.dekirby.net/</a>
Private	Law Offices of Adelson, Testan & Brundo			<a href="http://www.atblaw.net/">http://www.atblaw.net/</a>
Private	Law Offices of Daniel Ray Bacon	Daniel Bacon	<a href="mailto:BaconDR@aol.com">BaconDR@aol.com</a>	N/A
Private	Law Offices of Darcey L. Wong			N/A
Private	Law Offices of Diana Maier	Diana Maier	<a href="mailto:diana@dianamaierlaw.com">diana@dianamaierlaw.com</a>	<a href="http://dianamaierlaw.com">dianamaierlaw.com</a>
Private	Law Offices of Frank Z. Leidman			N/A
<b>Private</b>	<b>Law Offices of Frannie Mok</b>	<b>Frannie Mok</b>	<b><a href="mailto:legalthire@yahoo.com">legalthire@yahoo.com</a></b>	<b>N/A</b>
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Private	Law Offices of John Durkin			N/A
Private	Law Offices of Joseph L. Alioto and Angela Alioto	Christopher Martinez	<a href="mailto:cmartinez@aliotolawoffices.com">cmartinez@aliotolawoffices.com</a>	<a href="http://aliotolawoffices.com">aliotolawoffices.com</a>
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<b>Private</b>	<b>Law Offices of Mallison &amp; Martinez</b>	<b>Hector Martinez</b>	<b><a href="mailto:hectorm@mallisonlaw.com">hectorm@mallisonlaw.com</a></b>	<b><a href="http://mallisonlaw.com">mallisonlaw.com</a></b>
Private	Law Offices of Marian C. Blakeslee	Marian Blakeslee	<a href="mailto:blakesleelaw@sbcglobal.net">blakesleelaw@sbcglobal.net</a>	N/A
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<b>Private</b>	<b>Law Offices of Ryutaro Hirota</b>	<b>Ryutaro Hirota</b>	<b><a href="mailto:ryutarohiro@yahoo.com">ryutarohiro@yahoo.com</a></b>	<b>N/A</b>
Private	Law Offices of Stephen M. Murphy			<a href="http://www.stephenmmurphy.com">http://www.stephenmmurphy.com</a>
Private	Law Offices of Trent Thornley			N/A
<b>Private</b>	<b>Leland, Parachini, Steinberg, Matzger, &amp; Melwick LLP</b>	<b>Molly Jacobson-Greany</b>	<b><a href="mailto:mjacobson@lpslaw.com">mjacobson@lpslaw.com</a></b>	<b>N/A</b>
<b>Private</b>	<b>Lewis, Brisbois, Bisgaard &amp; Smith LLP</b>	<b>Timothy Lord</b>	<b><a href="mailto:lord@lbbslaw.com">lord@lbbslaw.com</a></b>	<b><a href="http://www.lbbslaw.com/">http://www.lbbslaw.com/</a></b>
Private	Liberson & Wolford LLP			<a href="http://www.libersonwolford.com/">http://www.libersonwolford.com/</a>
Private	Liberty Law Office			<a href="http://www.carlawyer.com/">http://www.carlawyer.com/</a>
<b>Private</b>	<b>Liuzzi/ Murphy/ Solomon</b>	<b>Michael R. Solomon</b>	<b><a href="mailto:mike@lmslaw.com">mike@lmslaw.com</a></b>	<b>N/A</b>
Private	Loopt, Inc.	Brian Knapp	<a href="mailto:brian.knapp@loopt.com">brian.knapp@loopt.com</a>	<a href="http://loopt.com">loopt.com</a>
Private	Losch & Ehrlich Attorneys			<a href="http://www.losch-ehrllich.com/">http://www.losch-ehrllich.com/</a>
Private	Martin A. Schainbaum, A Professional Legal Corporation			N/A

Private	Mary Alexander & Associates			<a href="http://www.maryalexanderlaw.com/">http://www.maryalexanderlaw.com/</a>
<b>Private</b>	<b>McGuinn, Hillsman &amp; Palefsky (Maritime)</b>	<b>John Hillsman</b>	<b><a href="mailto:uroy3@aol.com">uroy3@aol.com</a></b>	<b><a href="http://www.mhpsf.com/">http://www.mhpsf.com/</a></b>
<b>Private</b>	<b>Morales Law Firm</b>	<b>Chris Morales</b>	<b><a href="mailto:cmoral@aol.com">cmoral@aol.com</a></b>	<b><a href="http://www.sfcriminalawspecialist.com">www.sfcriminalawspecialist.com</a></b>
Private	Morgan Stanley			<a href="http://www.morganstanley.com/">http://www.morganstanley.com/</a>
Private	Moskowitz & Ciu, LLP			<a href="http://888taxdeal.com/">http://888taxdeal.com/</a>
Private	Murphy, Vu, Thongsamouth & Chatteyee LLP	Hongvilay Thongsamouth	<a href="mailto:hthongsamouth@murphyvu.com">hthongsamouth@murphyvu.com</a>	murphyvu.com
Private	Myers Law Firm, P.C.	Peter Myers	<a href="mailto:Myerslawfirm@aol.com">Myerslawfirm@aol.com</a>	www.themyerslawfirm.com
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Private	PayPal/Ebay			Paypal.com
Private	Protiviti Inc.			Protiviti.com
Private	Pursley Westley	Paul Cummins	<a href="mailto:puc@wjpursleylaw.com">puc@wjpursleylaw.com</a>	www.wjpursleylaw.com
<b>Private</b>	<b>Rahman Gramly LLP</b>	<b>Shaana Rahman</b>	<b><a href="mailto:shaana@rahmangramly.com">shaana@rahmangramly.com</a></b>	<b><a href="http://www.rahmangramly.com/">http://www.rahmangramly.com/</a></b>
Private	Reeves & Associates	Jeremiah Johnson	<a href="mailto:jjohnson@rreeves.com">jjohnson@rreeves.com</a>	www.rreeves.com
Private	Renne Sloan Holtzman Sakai LLP			<a href="http://www.publiclawgroup.com/">http://www.publiclawgroup.com/</a>
<b>Private</b>	<b>Rouda Law Firm</b>	<b>David Rouda</b>	<b><a href="mailto:davidrouda@yahoo.com">davidrouda@yahoo.com</a></b>	<b>N/A</b>
Private	Rubenstein Law Group			<a href="http://www.rublaw.com/">http://www.rublaw.com/</a>
<b>Private</b>	<b>Rukin Hyland Doria &amp; Tindall LLP</b>	<b>Steven Tindall</b>	<b><a href="mailto:steventindall@rhdtlaw.com">steventindall@rhdtlaw.com</a></b>	<b><a href="http://www.rhddl.com/">http://www.rhddl.com/</a></b>
Private	Scott Law Firm	John Scott	<a href="mailto:john@scottlawfirm.net">john@scottlawfirm.net</a>	<a href="http://www.scottlawfirm.net/">http://www.scottlawfirm.net/</a>
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Private	Shay Law Group, LLP	James Shay	<a href="mailto:jim@shayglenn.com">jim@shayglenn.com</a>	<a href="http://www.shayglenn.com">http://www.shayglenn.com</a>
Private	<b>Scherer Smith &amp; Kenny LLP</b>	<b>Denis Kenny</b>	<b><a href="mailto:dsk@sfcounsel.com">dsk@sfcounsel.com</a></b>	<b><a href="http://www.sfcounsel.com">www.sfcounsel.com</a></b>
<b>Private</b>	<b>Shute, Mihaly &amp; Weinberger LLP</b>	<b>Osa Wolff</b>	<b><a href="mailto:wolff@smwlaw.com">wolff@smwlaw.com</a></b>	<b><a href="http://www.smwlaw.com">www.smwlaw.com</a></b>
Private	Silverman and Silverman	Alan Silverman	<a href="mailto:help@silver-law.com">help@silver-law.com</a>	<a href="http://www.familylegalhelp.com/">http://www.familylegalhelp.com/</a>
Private	Sino Law Group			N/A
Private	Sony Electronics, Inc.	Daniel Quintero	<a href="mailto:daniel.quintero@am.sony.com">daniel.quintero@am.sony.com</a>	www.sony.com
Private	Sterling & Clack (Maritime)	Rex Clack	<a href="mailto:rclack@sterlingandclack.com">rclack@sterlingandclack.com</a>	<a href="http://www.sterlingandclack.com/">http://www.sterlingandclack.com/</a>
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Private	Veen Firm P.C.	Kevin Lancaster	<a href="mailto:k.lancaster@veenfirm.com">k.lancaster@veenfirm.com</a>	www.veenfirm.com
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Private	Watson, Hoffe & Hass	Peter Hass	<a href="mailto:whhesq@earthlink.net">whhesq@earthlink.net</a>	<a href="http://www.whhlawoffice.com">http://www.whhlawoffice.com</a>
Private	Whiting, Fallon & Ross, LLP	Andrew Ross	<a href="mailto:whiting@disso.com">whiting@disso.com</a>	disso.com
Private	Yahoo!	Jonathan Matkowsky	<a href="mailto:jonathan.matkowsky@yahoo.com">jonathan.matkowsky@yahoo.com</a>	Yahoo.com