

CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM APPLICATION PACKET – Summer 2015/Fall 2015

Summer 2015 Externships: Applications due **Tuesday, April 21, 2015**

Fall 2015 Externships: Applications due **Wednesday, August 12, 2015**

CIVIL/CRIMINAL LAW EXTERNSHIP APPLICATION CHECKLIST:

- Review carefully the “Policies, Requirements and Procedures” in this packet.
- Secure your externship first (review section on “Eligible Employers and Fieldwork Experience”) and seek assistance from the Office of Career Planning as necessary 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*
 - ___ *Class Attendance Confirmation*
 - ___ *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/externed for this employer before)
 - ___ *Request for Approval of Agency for Civil/Criminal Law Externship Program* (if necessary, see above)
 - ___ *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, volunteered, or externed for this employer before, complete the *Petition for Repeat Civil/Criminal Law Externship* (see p. 8 for more information).

APPLICATION FORMS ON LAW SCHOOL WEBSITE: You may download forms from <http://www.usfca.edu/law/externships/civil/>.

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 externship application is approved, you will receive an email notification from the Externship Programs Office with a CRN registration code that will allow you to register for the externship units.

EXTERNSHIP PROGRAMS OFFICE:

Kendrick Hall, Room 235

Phone: (415) 422-4467

Fax: (415) 422-4470

Email: akgreen@usfca.edu

Website: <http://www.usfca.edu/law/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 externships¹ they secure with established law firms or corporate legal departments; non-profit organizations or the legal department of government agencies or offices within and outside of the Bay Area. 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.

Criminal externs are required to enroll in the criminal externship course. Civil externs are required to enroll in the civil externship course, however, if appropriate by subject area, students may elect to enroll in the following classes:

Legal Services for Children (Fall 2015)
Domestic Violence Litigation and Ethics (Fall 2015)
Internet and IP Justice Clinic (class only) (Fall 2015)
Eviction Defense, Litigation Skills and Ethics (Fall 2015)

Please check the Course Schedule for information regarding registration and units.

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.

Summer 2015 Externships: Applications due Tuesday, April 21, 2015

Fall 2015 Externships: Applications due Wednesday, August 12, 2015

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

Since most externship applications are submitted and/or approved after the initial class registration period closes, it is recommended that you register for classes as if you are not taking an externship. Once you have been notified by the Externship Programs Office that your externship has been approved, you will drop your previously registered classes and add the externship units and corresponding class. This process can be done during the add/drop period.

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Approved & Pending Applications

All students who have been approved for externships, and students whose applications are pending approval, must attend the externship class orientation. Failure to attend the orientation will result in disqualification from the Externship Program that semester. Please review the Course Schedule for class dates and times.¹

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.

¹ “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

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:

Part-time (2 (summer session only), 3, 4, or 5 units) and Half-time Externships (6, 7, 8, or 9 units):

- **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 for 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

Full-time Externships (10, 11, 12, or 13 units):

- **Full-time students:** during their last three semesters of law school
- **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:** during their last three semesters of law school

Note re International Students: Before submitting an Externship Application, students with visas are advised to consult with the Office of International Student and Scholar Services (ISSS) regarding any off-campus work authorizations that may be required. (415) 422-2654.

See <http://www.usfca.edu/iss/employmentoffcampus/>.

Note re JD-MBA Program Students: Students are not allowed to take any law courses during their fall or spring semester. Also, their 12 crossover units from MBA program are classified as non-classroom (per ABA), so they must remain vigilant of the out-of-classroom unit policy.

Do You Meet the Minimum GPA Requirements?

Applicants for Civil/Criminal Law Externships must be in good academic standing at the time they apply

¹ Students externing outside of the Bay Area or enrolling in Legal Services for Children, Domestic Violence Litigation and Ethics, Internet and IP Justice Clinic (class only), and Eviction Defense, Litigation Skills and Ethics courses must contact the Externship Programs Office regarding application, orientation, and course requirements.

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for and at the time they start the externship, and meet certain GPA requirements as follows:²

No. of Academic Units	Minimum GPA
Full-Time (10, 11, 12, or 13 units)	Above 2.70 and good academic standing
Half-Time (6, 7, 8, or 9 units)	Above 2.50 and good academic standing
Part-Time (2 (summer session only), 3, 4, or 5 units)	2L (summer and fall): Above 2.50 and good academic standing
	2L (spring) and 3L students (summer, fall, and spring): at least 2.30 and good academic standing

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 2 (summer session only), 3, 4, and 5-unit options are available in the summer.** During the fall/spring semesters, students must begin their fieldwork by the beginning of the third week of classes and complete the required hours during that semester.

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

Full-Time Externship	13 units = 572 hours → 41+ hours/week (<i>unavailable during summer session</i>)
Full-Time Externship	12 units = 528 hours → 38+ hours/week (<i>unavailable during summer session</i>)
Full-Time Externship	11 units = 495 hours → 35+ hours/week (<i>unavailable during summer session</i>)
Full-Time Externship	10 units = 455 hours → 33+ hours/week (<i>unavailable during summer session</i>)
Half-Time Externship	9 units = 423 hours → 30+ hours/week (<i>unavailable during summer session</i>)
Half-Time Externship	8 units = 376 hours → 27+ hours/week (<i>unavailable during summer session</i>)
Half-Time Externship	7 units = 329 hours → 24+ hours/week (<i>unavailable during summer session</i>)
Half-Time Externship	6 units = 282 hours → 20+ hours/week (<i>unavailable during summer session</i>)
Part-Time Externship	5 units = 235 hours → 17+ hours/week during fall/spring or 34+ hours/week during summer
Part-Time Externship	4 units = 188 hours → 13+ hours/week during fall/spring or 27+ hours/week during summer
Part-Time Externship	3 units = 141 hours → 10+ hours a week during fall/spring or 20+ hours/week during summer
Part-Time Externship	** 2 units = 94 hours → 13+ hours a week during summer session only (<i>unavailable during fall and spring semesters</i>)

**** Only students externing during the summer for 3 or more units are eligible for financial aid.**

² An exception may be granted to the GPA requirement. Please contact the Externship Programs Office for details.

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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 ensure 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 corresponding classes.

Law School Policies re Non-Classroom Units

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

Students entering prior to Fall 2011: to obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses.

Students entering Fall 2011 and thereafter: to obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses.

Non-classroom units 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*. Please note that any activity listed under “Special Programs” in the Course Schedule is non- classroom credit.

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. Concurrent Enrollment in Other Classes for Full-Time Externs:

Full-time civil/criminal externs who are full-time students may enroll in units in addition to the externship for a maximum total of 16 units for the semester, subject to the policies above.

MANDATORY CLASS ATTENDANCE AND WEEKLY TIMESHEETS/EVALUATIONS

Students enrolled in an externship must attend all corresponding class meetings. Students who fail to attend the first class will result in disqualification from the Externship Program that semester. Failure to attend subsequent classes and complete assignments on time risk receiving a grade of Credit-Unsatisfactory or No-Credit. 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 in the syllabus.

Students enrolled in an externship outside of the Bay Area or in Legal Services for Children, Internet and IP Justice Clinic (class only), or Eviction Defense Litigation Skills and Ethics, Domestic Violence Litigation and Ethics courses are not required to attend all civil/criminal classes. Students will be required to attend an orientation and meetings with the Director and Assistant Professor of the Externship Programs and complete externship coursework, which will vary by class.

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GRADING

Grading for the Civil/Criminal Law Externship Program is awarded on a Credit (CR)/ Credit-Unsatisfactory (CU)/ No Credit (NC) basis.

ELIGIBLE EMPLOYERS

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.² Participating in an externship should give students a broader perspective of the legal system and law practice.

- 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.

Previously Approved Employers

Attached to this packet is a list of pre-approved externship employers titled "List of Prior Externships". Details regarding externship duties will be entered, as information comes in from employers, on 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 are on www.USFLawLink.com. Please follow the below instructions to view these student evaluations:

- Once logged in, click on the "Resources" tab.
- Once on the Resources page, search using the "Type" field for the externship you are interested in (*i.e.* Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

² 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 and on the State Bar of California's website: www.calbar.ca.gov. Keyword search "Practical Training of Law Students Program."

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*, which is attached to this packet.

"Approved" Status of Employers/Site Visits

The Director and Assistant Professor of the Externship Programs will conduct periodic site visits of certain externships in compliance with ABA Standards. The Director will meet with supervisors to discuss the employer's externship program (as well as the student's performance) to evaluate the 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.

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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.³
- 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 earn credit for a repeat internship/position if the experience provides an opportunity for significant educational development. See below for further explanation.

Fieldwork for Employers Where You Have Previously Volunteered or Worked

A student seeking course credit 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) for substantial periods of time must obtain approval from the Director and Assistant Professor of the Externship Programs.

A student may be allowed a part-time (2 (summer session only), 3, 4 or 5 units) or half-time (6, 7, 8 or 9 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 provides an opportunity for significant educational development. This standard may be met if a student demonstrates: 1) that the repeat externship provides new educational benefits distinct from what was learned from the work previously undertaken; and/or 2) that she/he will continue to hone legal skills learned from the work previously undertaken.

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 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.

- 3) Complete the following forms:
 - *Student Application for Civil/Criminal Law Externship Program*
 - *Class Attendance Confirmation*
 - *Extern Supervisor and Extern Agreement* (must be reviewed and signed by supervisor)
 - *Statement of Educational Goals* (must be reviewed and signed by supervisor)
 - *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked/volunteered/externed 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. 6, footnote 2.)
- 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 session are 2 (summer session only), 3, 4 and 5 units.*
- 2) *Please see Financial Aid Office for more details about submitting your Intent to Enroll.*
- 3) The last day to register for summer school is usually in May. See Course Schedule for official date.
- 4) 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 while avoiding an increase to your overall costs/debt burden.
- 5) All the aforementioned rules about student eligibility, academic standing, course credit, hours of work required, pre-requisites and co-requisites still apply.

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* serves as 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.

CIVIL AND CRIMINAL LAW EXTERNSHIP CLASS DATES (TENTATIVE)⁴

Civil Externship Class

Summer 2015. Friday, April 24, 2015 and Monday, May 18, 2015 (students must attend either date).
See Course Schedule for times and locations.

Fall 2015. See Course Schedule.

Criminal Externship Class

Summer 2015. Friday, April 24, 2015 and Monday, May 18, 2015 (students must attend either date).
See Course Schedule for times and locations.

Fall 2015. See Course Schedule.

⁴ Please confirm class dates, times, and location in the Course Schedule. Students externing outside of the Bay Area or enrolling in Legal Services for Children, Domestic Violence Litigation and Ethics, Internet and IP Justice Clinic (class only), and Eviction Defense, Litigation Skills and Ethics courses must contact the Externship Programs Office regarding application, orientation, and course requirements.

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) Class Attendance Confirmation
- 3) Extern Supervisor and Extern Agreement (student and supervising attorney must sign)
- 4) Statement of Educational Goals for Civil/Criminal Law Externship (student and supervising attorney must sign)
- 5) Current resume

No. of Units Requested: (2 (summer session only), 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 or 13)¹ **Total Minimum Required Hours²:** _____

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:³ _____

Agency/Office: _____

Address: _____ City & Zip Code: _____

Phone: _____ Fax: _____

Website: _____

¹ During the summer session, only the 2 (summer session only), 3, 4, and 5-unit options are available.

² 13 units = 572 hours; 12 units = 528 hours; 11 units = 495 hours; 10 units = 455 hours; 9 units = 423 hours; 8 units = 376 hours; 7 units = 329 hours; 6 units = 282 hours; 5 units = 235 hours; 4 units = 188 hours; 3 units = 141 hours; 2 units (summer session only) = 94 hours. ³ 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

3. Will this externship be applied to fulfill a certificate requirement?

If yes, please indicate which certificate:

- Business Law Certificate Intellectual Property Law Certificate Int'l & Comparative Law Certificate
 Public Interest Law Certificate Tax Law Certificate Labor & Employment Law Certificate

4. Will you be enrolled concurrently in one of the following classes (please check one if applicable)?

- Legal Services for Children Domestic Violence Litigation and Ethics
Internet and IP Justice Clinic (class only)
Eviction Defense, Litigation Skills and Ethics

**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 attend all 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.

Students entering prior to Fall 2011: To obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses.

Students entering Fall 2011 and thereafter: To obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses.

Non-classroom units 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*. Please note that any activity listed under "Special Programs" in the Course Schedule is non-classroom credit.

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

CLASS ATTENDANCE CONFIRMATION¹

I certify the following:

- (1) I will attend the first class meeting/orientation.**
- (2) I understand that failure to attend the first class/orientation will result in my being removed from the Externship Program and not receiving credit for the semester.**
- (3) I understand that there is only one scheduled date for the first class and that there are absolutely no make-up sessions or exceptions.**

Student's Signature

Date

¹ Students externing outside of the Bay Area or enrolling in Legal Services for Children, Domestic Violence Litigation and Ethics, Internet and IP Justice Clinic (class only), or Eviction Defense, Litigation Skills and Ethics courses must contact the Externship Programs Office regarding application, orientation, and course requirements. These students are not required to complete p. 12 and p. 13 of this application.

CLASS ATTENDANCE CONFIRMATION²

I certify the following:

- (1) I will attend all subsequent classes and meetings with Professor Geevargis.**
- (2) I understand that if I fail to attend subsequent classes and meetings and complete assignments on time I may receive a grade of Credit- Unsatisfactory or No-Credit.**
- (3) I have reviewed the Course Schedule to confirm class dates and times.**

Student's Signature

Date

² Students externing outside of the Bay Area or enrolling in Legal Services for Children, Domestic Violence Litigation and Ethics, Internet and IP Justice Clinic (class only), and Eviction Defense, Litigation Skills and Ethics courses must contact the Externship Programs Office regarding application, orientation, and course requirements. These students are not required to complete p. 12 and p. 13 of this application.

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern: _____ Semester/Year: _____

Supervisor(s): _____

Agency/Firm: _____

No. of law student interns (total) under your supervision: _____

No. of externs (interns for credit) under your supervision: _____

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.

_____ **Supervision:** Externs are assigned a supervising attorney who will actively participate in directing, monitoring, and mentoring them throughout the semester.

_____ **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 work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills.

_____ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate 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.

_____ **Fee-Generating Matters:** Where the extern is assigned work on fee-generating matters, the extern's time will not be billed, and the work assigned is in furtherance of the extern's legal education.

_____ **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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Semester/Year: _____
(For the semester you are requesting credit)

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:³

Start Date: _____ End Date: _____

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

During this semester, I have the following classes and academic commitments (**required**):⁴

Name of Class:

Day/Time:

Civil Externship Class

Summer 2015: Friday, April 24, 2015 and Monday, May 18, 2015 (students must attend either orientation).

Fall 2015: See Course Schedule.

Criminal Externship Class

Summer 2015: Friday, April 24, 2015 and Monday, May 18, 2015 (students must attend either orientation).

Fall 2015: See Course 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:** _____

Supervising Attorney Signature: _____ **Date:** _____

Submit to: Director and Assistant Professor of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to akgreen@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.

³ **Summer 2015 Semester: 6/8/15 – 7/23/15. Fall 2015 Semester: 8/24/15 – 12/2/15.**

⁴These class sessions are not applicable for students externing outside of the Bay Area or enrolling in Legal Services for Children, Domestic Violence Litigation and Ethics, Internet and IP Justice Clinic (class only), and Eviction Defense, Litigation Skills and Ethics courses. Students must contact the Externship Programs Office regarding application, orientation, and course requirements.

**STATEMENT OF EDUCATIONAL GOALS
FOR CIVIL/CRIMINAL LAW EXTERNSHIP**

Student's Name: _____

Agency/Firm: _____

The Civil/Criminal Law Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the School of Law is entrusting your supervising attorney with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Civil/Criminal Law Externship, please **fully** respond to the following questions. Responses **must be typed**, not handwritten. Attach additional pages as needed.

1. How will the externship relate to and advance your plans for your legal education?

2. Describe your anticipated specific responsibilities at this externship.

3. Describe your specific goals and objectives for this externship.

4. For full-time externs, specify the reasons you would like to extern full time versus part time or half time.

5. If you are applying an externship to fulfill a certificate requirement please describe how your specific responsibilities are relevant to this area of law.

Student's Signature

Date

I have reviewed and discussed the above with the student.

Supervising Attorney's Signature

Date

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

1. AGENCY / OFFICE INFORMATION:

Agency/Office: _____
Street Address: _____ Phone: _____
City: _____ Zip code: _____ 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 94 (summer session only), 141, 188, 235, 282, 329, 376, 423, 455, 495, 528 or 572 hours per semester. During the summer session of seven (7) weeks, students must complete 94 (summer session only), 141, 188, or 235 hours. What is your minimum hourly commitment per week?

(Please check one) 10-13 hours/week _____ 14-20 hours/week _____ 21-24 hours/week _____ 25-30 hours/week _____
31-35 hours/week _____ 36-41 hours/week _____

4. Number of students you can accommodate each semester and preference as to 2L or 3L students? _____

5. Which semester(s) do you accept interns for academic credit? Fall, Spring, and/or Summer? _____

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

7. Please specify how (electronic, mail, etc.) and to whom students should send applications.

8. 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 and please provide your main areas of practice (limit this to no more than three areas of law). 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" form.

E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship. In addition, what application materials would you like to see from the student? Resume, cover letter, transcript, writing sample, and/or references?

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**

9. 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.

10. 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

Director & Assistant Professor,
Externship Programs

Date Reviewed

Approved _____

Disapproved _____

List of Prior Externships Civil/Criminal Law Externship Program

On the following pages are pre-approved externship 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. Under the “Internship /Job Listings” toolbar, conduct a search under “Position type” by “Civil Law Externship” or “Criminal Law Externship.”

Student evaluations of past externships are also on www.USFLawLink.com. Please follow the below instructions to view these student evaluations:

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

If you would like to search for a particular legal employer or court, type in the name of the legal employer or court in the “Keywords” search field.

If a student wishes to earn credit with an agency/office not listed, the new employer must complete the *Request for Approval of Agency* form, which is included in the Application Packet.

“Approved” Status of Employers of 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.*

** Indicates Tax LL.M. only

Civil Externships - Government Agency				
Agency	Practice Area	Supervising Attorney	Supervising Attorney Email	Website
The Basque Competition Authority (Bilbao, Spain)	Antitrust	Maria Canedo	mp-canedo@avdc.es	www.competencia.euskadi.net
California Department of Justice, Consumer Law Section	Consumer Protection	Niklas Akers	niklas.akers@doj.ca.gov	
California Public Utilities Commission, Legal Division	Supplier Diversity/Water Distribution/First Amendment Issues/Energy Issues/Smart Grid Issues	Niki Bawa	niki.bawa@cpuc.ca.gov	http://www.cpuc.ca.gov/puc/
Federal Highway Administration, Western Legal Services Division	Environmental Law	Mystery Bridgers	mystery.bridgers@dot.gov	www.fhwa.dot.gov
Judicial Council of CA., Center for Families, Children and the Courts	Juvenile Dependency/Domestic Violence	Christine Cleary		
National Labor Relations Board	Labor & Employment	Christy Kwon	christy.kwon@nrlb.gov	www.nrlb.com
Oakland City Attorney's Office	Various units, see website	Richard Illgen	rillgen@oaklandcityattorney.org	http://www.oaklandcityattorney.org/AboutUs/job_ops.html
Peralta Community College District		Thuy Thi Nguyen	ttnguyen@peralta.edu	www.web.peralta.edu
Redwood City Attorney's Office	Various units, see website	Michael Leon Guerrero	mleonguerrero@redwoodcity.org	http://www.redwoodcity.org/attorneys/
San Francisco City Attorney's Office	Various units, see website	Laurel Turner, Intern Coordinator	Laurel.Turner@sfgov.org	http://www.sfmayor.org/ftp/archive/mayornewsom/mayors-office-departments/internship-programs/index.html
San Francisco Department on the Status of Women	Gender Equality/Domestic Violence	Minouche Kandel	minouche.kandel@sfgov.org	sfgov.org
San Francisco Ethics Commission	Governmental Ethics	Jesse Mainardi	jesse.mainardi@sfgov.org	http://www.sfethics.org/
Office of the Attorney General, State of California	Employment	Raymond Hamilton	raymond.hamilton@doj.ca.gov	www.doj.ca.gov

Office of the Attorney General, State of California	Natural Resources	Matthew Bullock	matthew.bullock@doj.ca.gov	www.doj.ca.gov
U.S. Attorney's Office, Civil Division	Civil Rights	Annie Reding	annie.reding@usdoj.gov	www.justice.gov/usao
U.S. Coast Guard, Legal Service Command	Military Justice/Employment/Ethics/Administrative	Maya Nair	maya.a.nair@uscg.mil	www.uscg.mil
U.S. Department of Education, Office for Civil Rights	Education/Civil Rights	Michael Hing	michael.hing@ed.gov	www.ed.gov/about/offices/list/ocr/index.html
U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity (San Francisco)	Housing/Contracts/Civil Rights/Administrative	Paul Smith	paul.e.smith@hud.gov	www.hud.gov
U.S. Department of Justice	FTCA/FOIA/Immigration/Employment/Litigation/Civil	Ila Deiss	ila.deiss@usdoj.gov	http://www.justice.gov/06employment/06-3.html
U.S. Department of Justice, Antitrust Division	Antitrust	Jacklin Lem	jacklin.lem@usdoj.gov	http://www.justice.gov/atr/index.html
U.S. Department of Justice, Environment and Natural Resources Division	Environmental	Deborah Gitin	deborah.gitin@usdoj.gov	http://www.oalj.dol.gov
U.S. Department of Justice, Environment and Natural Resources (Washington D.C.)	Environmental	Joseph Hurley	joseph.hurley@usdoj.gov	http://www.justice.gov/enrd/About_ENRD.html
U.S. Department of Justice, Office of Immigration Litigation (Washington, D.C.)	Civil Immigration Litigation	Terri Leon- Benner	terri.leon-benner@usdoj.gov	http://www.justice.gov/civil/oil/oil_home.html
U.S. Department of Justice, Torts Branch	Maritime/Admiralty Law	Michael Underhill	mike.underhill@usdoj.gov	usdoj.gov
U.S. Department of Labor, Employee Benefits Security Administration	ERISA/Employment	Kimiyo Dowell	dowell.kimiyo@dol.gov	www.dol.gov

U.S. Dept. of Labor, Office of the Solicitor	Employment	Benjamin Botts	Botts.benjamin.r@dol.gov	www.dol.gov /sol
U.S. Postal Service, Pacific Area Law Office	Labor/Commercial/Economic Regulation/Finance/Real Estate/Consumer Protection	Sara Snyder	sara.snyder@usps.gov	about.usps.com/who-we-are/legal/welcome.htm
U.S. Securities and Exchange Commission (San Francisco)	Securities	Monique Winkler	WinklerM@sec.gov	sec.gov
U.S. Securities and Exchange Commission (Washington, D.C.)	Securities	Ashlee Connett	connetta@sec.gov	sec.gov
Wisconsin Department of Justice	Various units	JoAnne Kloppenburg	kloppenburgjf@doj.state.wi.us	www.doj.state.wi.us
Civil Externships - Non-Profit Agency				
Agency	Practice Area	Supervising Attorney	Supervising Attorney Email	Website
AIDS Legal Referral Panel	Housing/Benefits & Insurance/Employment Discrimination/Bankruptcy/Estate Planning	Sara Malan	sara@alrp.org	www.alrp.org
The Alliance for Children's Rights	Family/Juvenile	Angie Schwartz	a.schwartz@kids-alliance.org	kids-alliance.org/
American Civil Liberties Union Immigrants' Rights Project	Immigration	Katherine Desormeau	kdesormeau@aclu.org	http://www.aclu.org/
American Civil Liberties Union of Northern California	Civil Liberties/Constitutional Law	Evonne Silva	esilva@aclunc.org	www.aclunc.org
Arab Resource and Organizing Center	Immigration Law	Lina Baroudi	lina@araborganizing.org	www.araborganizing.org
Asian Americans Advancing Justice	Housing Rights/Workers' Rights/Immigrants' Rights/Voting Rights	Winifred Kao	winifredk@advancingjustice-alc.org	www.advancingjustice-alc.org
Asian Pacific Islander Legal Outreach	Immigration/Housing/Family Law/Elder Abuse/Tax Law	Raheel Hayat	rhayat@apilegaloutreach.org	
Asylum Access	Asylum Law/International Law	Emily Arnold- Fernandez	Emily@asylumaccess.org	www.asylumaccess.org
Bay Area Legal Aid	Public Benefits	Genevieve Richardson	grichardson@baylegal.org	baylegal.org
Bayview/Hunters Point Community Legal	Civil Rights	Cathy Osgood	cathy@bhpcommunitylegal.org	Bhpcommunitylegal.org

California Lawyers for the Arts	Intellectual Property	Robert Pimm	Bob.pimm@calawyersforthearts.org	www.calawyersforthearts.org
California Rural Legal Assistance	Education/Public Benefits/Labor	Cynthia Rice	crice@crla.org	www.crla.org
Center for Biological Diversity	Environmental/Administrative	Miyoko Sakashita	miyoko@biologicaldiveristy.org	www.biologicaldiversity.org
Center for Food Safety	Food Safety	Paige Tomaselli	ptomaselli@icta.org	www.icta.org
The Center for Justice & Accountability	Human Rights	Kathy Roberts	kroberts@cja.org	http://www.cja.org/
Center for Resource Solutions	Intellectual Property/Employment	Robin Quarrier	robin@resource-solutions.org	www.resource-solutions.org
Centro Legal De La Raza	Tenants' Rights/Workers' Rights/Consumer Rights/Personal Injury	Patricia Salazar	patriciasalazar@centrolegal.org	www.centrolegal.org
ChangeLab Solutions	Health Law	Eleanor Gladstone	egladstone@changelabsolutions.org	changelabsolutions.org
Disability Rights California	Disability Rights	Jung Pham	Jung.pham@disabilityrightsca.org	www.disabilityrightsca.org
Electronic Frontier Foundation	Civil Liberties/Intellectual Property	Matt Zimmerman	mattz@eff.org	www.eff.org
Equal Justice Society	Civil Rights			http://equaljusticesociety.org
Eviction Defense Collaborative	Landlord/Tenant	Charlie Fredrick	volunteer@evictiondefense.org	www.evictiondefense.org
Family Violence Law Center	Child Advocacy/Lanham Act/Trade Secrets/Civil Procedure/California Business Code	Kristie Whitehorse	kwhitehorse@fvlc.org	www.fvlc.org
First District Appellate Project	Appellate	Kathryn Seligman	kseligman@fdap.org	http://fdap.org/
FLF Access Center	Family Law	Judy Louie	julouie@sftc.org	www.sftc.org
Homeless Advocacy Project	Housing	Theodore Janowsky	tjanowsky@sfbar.org	homelessadvocacyproject.org
Immigrant Legal Resource Center	Immigration	Grisel Ruiz	gruiz@ilrc.org	http://www.ilrc.org/
Immigration Center for Women & Children	Immigration	Susan Bowyer	susan@icwclaw.org	www.icwclaw.org
International Institute of Bay Area	Immigration	Caroline Donohue	cdonohue@iibayarea.org	www.iibayarea.org

Justice & Diversity Center of the Bar Association of San Francisco	Housing/Eviction Defense/Family Law/ Homelessness /Consumer	Marie Appel	mappel@sfbbar.org	www.sfbbar.org/jdc
La Raza Centro Legal	Immigration/Workers' Rights/Senior Law	Ruben Guerra	ruben@lrcl.org	www.lrcl.org
Lawyers' Committee for Civil Rights	Civil Rights	Paul Chavez	pchavez@lccr.com	http://lccr.com/
Legal Advocates for Children & Youth	Child & Youth Advocacy	Tamara Schane	tamaras@lawfoundation.org	http://www.lawfoundation.org/lacy.asp
Legal Assistance for Seniors	Elder Law	Kirsten Voyles	kvoyles@lashicap.org	lashicap.org
Legal Services for Children	Guardianship/Emancipation/Education/ Immigration/Dependency	Hayley Upshaw	Hayley@lsc-sf.org	http://www.lsc-sf.org/web/index.html
Legal Services for Prisoners with Children	Juvenile Dependency/Probate/Family	Karen Shain	karen@prisonerswithchildren.org	prisonerswithchildren.org
National Center for Lesbian Rights	Family/Immigration/Employment/ Civil Rights	Shin-Ming Wong	mingw65@yahoo.com	http://www.nclrights.org
National Center for Youth Law	Family & Juvenile/Healthcare/ General Litigation			http://www.youthlaw.org/about_ncyl/jobs_volunteering/
NextGen Climate	Campaign Finance/Environment	Chris Fadeff	cfadeff@nextgenclimate.org	nextgenclimate.org
Pac-12 Conference	Sports Management/NCAA Compliance	Emily Kirby	ekirby@pac-12.org	
Pangea Legal Services	Immigration Law	Niloufar Khonsari	nilou@pangealegal.org	www.pangealegal.org
Public Advocates	Housing/Education/Transportation/ Climate Justice/Civil Rights	Samuel Tepperman-Gelfant	stepperman-gelfant@publicadvocates.org	www.publicadvocates.org/
San Francisco Bay Conservation and Development Commission	Environmental	John Bowers	jbowers@bcdca.gov	www.bcdc.ca.gov
Sierra Club	Environmental	Sunil Bector	sunil.bector@sierraclub.org	http://www.sierraclub.org/
Sutter Health Office of the General Counsel	Healthcare/Transactional	Kimberlee Rotchy	rotchyk@sutterhealth.org	sutterhealth.org
Tenants Together	Housing	Leah Simon Weisberg	leah@tenantstogether.org	www.tenantstogether.org
UNITE HERE! Local 2	Labor Law/Employment Law	Kim Wirshing	kimwirsh@aol.com	www.unitehere2.org

United Nations, Human Rights Office of the High Commissioner, Asia Pacific Section (Geneva, Switzerland)	Human Rights	Caroline Avanzo	cavanzo@ohchr.org	www.ohchr.org
United States Coast Guard	Various units	Maya Nair	Maya.a.nair@uscg.mil	www.uscg.mil
Wikimedia	Intellectual Property/Copyright/Corporate	Michelle Paulson	mpaulson@wikimedia.org	wikimediafoundation.org
Wild Equity Institute	Environmental Justice	Brent Plater	bplate@wildequity.org	wildequity.org
Civil Externships - Private Agency				
Agency	Practice Area	Supervising Attorney	Supervising Attorney Email	Website
Abkin Law LLP **	Tax Law	Wendy Abkin	wabkin@abkinlaw.com	http://www.abkinlaw.com/
Andrus Anderson LLP	Personal Injury/Mass Torts/ Wage & Hour Violations/Antitrust/ Consumer Class Actions	Lori Andrus	lori@andrusanderson.com	www.andrusanderson.com
Arns Law Firm	Personal Injury	Bob Arns	rsa@arnslaw.com	http://www.arnslaw.com/
Astound Commerce	In-house Counsel	Omar Jabbour	omar@sysiq.com	www.sysiq.com
The Austin Law Group	Entertainment/Business/Art/Sports Law/Music/Architecture and Land Use	Alex Austin	Austin@austinlawgroup.com	http://www.theaustinlawgroup.com/
Brandi Law Firm	Personal Injury/Product Liability	Thomas Brandi	tjb@brandilaw.com	brandilaw.com
Brodsky Micklow Bull & Weiss LLP	Maritime	Edward Bull	ebull@bmbwlawfirm.com	www.banningmicklow.com
Brownstein, Hyatt, Farber, Schreck, LLP (Denver, CO)	Real Estate/Intellectual Property/Environmental/Employment	Jeffrey Knetsch	jknetsch@bhfs.com	http://www.bhfs.com/
Cabello & Lezin, L.L.P	Family Law	Connie Cabello	connie@cabellolezin.com	www.cabellolezin.com
The Cartwright Law Firm Inc.	Consumer/Litigation/Negligence & Personal Injury/Products Liability	Robert Cartwright, Jr.	rob@cartwrightlaw.com	www.cartwrightlaw.com
Colt, Singer, Bea LLP	Intellectual Property/Business/Employment	Renee Bea	rbea@coltsinger.com	Coltsinger.com

Cooper White and Cooper	Corporate & Commercial Law/ Alternative Dispute Resolution/ Professional Responsibility/ Malpractice	Mark Tuft	mtuft@cwclaw.com	cwclaw.com
Cover Law	Business & Corporate/Tax/Immigration	Jim Cover	jjim@coverlaw.com	coverlaw.com
Creative Industry Law Group	Intellectual Property/Business/Contracts & Mediation	Lizbeth Hasse	lhasse@creativelawgroup.com	www.creativelawgroup.com
Devito Law Group	Employment & Labor/General Practice Firm	Gina DeVito	devitolaw@mindspring.com	devitolaw.com
Dolan Law Firm	Civil Rights/ Negligence/Personal Injury/Labor & Employment	Daniel Tavares	daniel.tavares@cbdlaw.com	http://www.cbdlaw.com/
Doyle, Golde, Grossman Family Law Group	Family Law/Estate Planning	Terence Doyle	terry@familytrustsandestates.com	www.familylawgroup.com/
Duane Morris	Intellectual Property	Mark Steiner	masteiner@duanemorris.com	www.duanemorris.com
Fellom & Solorio	Immigration	Paula Solorio	paula@fellomandsolorio.com	http://www.fellomandsolorio.com/
Forman & Associates	Indian Tribes, Tribal Organizations	George Forman	george@gformanlaw.com	www.gformanlaw.com
Furst & Pendergast	Family/Criminal Defense/ Dependency/Juvenile Delinquency	Peter Furst	fnp@pafmap.com	http://www.pafmap.com/
Gagnier Margossian LLP	IP/Corporate/Entertainment/ Internet/E-Commerce/Privacy	Christina Gagnier	gagnier@gamallp.com	http://www.gamallp.com/
Geron Corporation	Intellectual Property - Patent	David J. Earp		www.geron.com
Gibson Robb & Lindh	Maritime	Stanley Gibson	sgibson@gibsonrobb.com	http://www.gibsonrobb.com/
Goldstein, Borgen, Dardarian, & Ho	Employment/Civil Rights/Disability Rights/Environmental	Laura Ho	lho@gdblegal.com	gbdhlegal.com/
Goldstein, Gellman, Melbostad, Harris & McSparran LLP	Insurance/Personal Injury	Lee Harris	lharris@g3mh.com	www.g3mh.com
Goodman Law Center	Intellectual Property, Family Law, Debtor's Representation	Mark Goodman	mark@goodmanlawnevada.com	www.GoodmanLawNevada.com
Gracernote, Inc.	Corporate Law/Employee Benefits/ERISA/Labor & Employment/Intellectual Property	Yasmin Zarabi	yzarabi@gracernote.com	gracernote.com

Higa & Gipson	Business Law & Aviation Law	Ronnie Gipson	Gipson@higagipsonllp.com	www.higagipsonllp.com
IBM Almaden Research Center	In-house Counsel	Pete Tennent	ptennent@us.ibm.com	Almaden.ibm.com
Intellectual Property Law Group	Patents/Corporate/Trademark	Juneko Jackson	info@iplg.com	http://www.iplg.com/
Jaurigue Law Group	Bankruptcy, Civil Litigation, Real Estate	Christine Pham	christine@jlglawyers.com	http://www.jlglawyers.com/
Kaplan & MacLellan	Real Property/Business/Disability Law/Employment Law/	Benjamin Kaplan	bekaplan@sbcglobal.net	N/A
Keesal Young & Logan	Maritime & Admiralty Law	John Giffin	john.giffin@kyl.com	kyl.com
Keller Grover LLP	Employment Law/Consumer/Antitrust	Robert Spencer	rspencer@kellergrover.com	kellergrover.com
Law Offices of Andrew Wolff, P.C.	Personal Injury/Tenant Representation	Andrew Wolff	andrew@awolfflaw.com	http://awolfflaw.com/
Law Offices of Arthur Chambers	Labor & Employment Law	Arthur Chambers	art@artchambers.com	N/A
Law Office of Brian E. Soriano	Insurance/Real Estate/Entertainment/Insurance	Brian Soriano	brian@bsoriano.com	www.bsoriano.com
Law Offices of Cynthia L. Schreurs	Estate Planning & Probate	Cynthia Schreurs	Cynthia@schreurslaw.com	www.schreurslaw.com
Law Offices of Daniel Ray Bacon	Employment & Labor/Civil Litigation/Entertainment Law	Daniel Bacon	BaconDR@aol.com	N/A
Law Offices of Darcey L. Wong	Estate Planning	Darcey L. Wong	dwong@sfestatelawyer.com	N/A
Law Office of David Zalob	Landlord/Wills/Trusts	David Zalob	dzlaw77@aol.com	N/A
Law Office of Eric L. Lifschitz	Personal Injury/Landlord-Tenant	Eric Lifschitz	Info@FranklinStreetLaw.com	http://www.sflegalaid.com/
Law Office of George M. Rush	Contract Law/Copyright/Patent/	George Rush	george@gmrush.com	http://www.gmrush.com/
Law Offices of Jacqueline Brown-Scott	Immigration	Jacqueline Brown-Scott	jacqueline@brownscottlaw.com	www.brownscottlaw.com/
Law Offices of James A. Bruen	Contracts/Business Transactions	James Bruen	bruen@tech-counsel.com	N/A
Law Offices of Jeremy Pasternak	Labor Law/Employment Law	Jeremy Pasternak	jdp@pasternaklaw.com	http://www.pasternaklaw.com/
Law Offices of Joseph L. Alioto and Angela Alioto	Employment Discrimination	Joe Alioto Veronese	joeav@me.com	aliotolawoffices.com

Law Office of J.P. Harbour **	Tax Law/Estate Planning/Probate	John Peter (J.P.) Harbour	legalharbour@gmail.com	
Law Offices of Kathryn Schlepphorst	Family Law/Domestic Violence/Guardianships	Kathryn Schlepphorst	krs@kidlaw.com	www.kidlaw.com
Law Office of Marcine A. Seid	Employment/Immigration	Marcine A. Seid	marcine@seidlawgroup.com	http://www.seidlawgroup.com/
Law Offices of Matthew J. Quinlan	Personal Injury/Employment	Matthew Quinlan	mquinlan@mjqlaw.com	mjqlaw.com
Law Office of Randall Caudle	Immigration	Randall Caudle	Randall@caudleimmigration.com	www.caudleimmigration.com
Law Offices of Reed K. Scott, P.C.	Trusts/Wills/Healthcare Directives	Reed K. Scott	reed@reedscottlaw.com	www.reedscottlaw.com
Law Offices of Ryutaro Hirota	Corporate/Labor/Immigration/Es tate Planning	Ryutaro Hirota	rhirota@hirotalaw.com	www.hirotalaw.com
Law Offices of Sharon E. Duggan	Environmental	Sharon Duggan	foxsduggan@aol.com	N/A
Law Offices of William E. Weiss	Personal Injury, Civil Rights, Business Disputes	William E. Weiss	William.weiss@gmail.com	www.williamweisslaw.com
Leach & McGreevy	Civil Litigation	Dave Leach	lmlawsf@aol.com	N/A
Leland, Parachini, Steinberg, Matzger,& Melwick LLP	Intellectual Property/Litigation/ Estate Planning/Corporate	Molly Jacobson- Greany	mjacobson@lpslaw.com	N/A
Levy Vinick Burrell Hyams, LLP	Employment Law	Sharon Vinick	Sharon@levyvinick.com	Levyvinick.com
Lexington Law Group	Consumer, Environmental	Mark Todzo	mtodzo@lexlawgroup.com	Lexlawgroup.com
Liberty Law Office	Negligence/Personal Injury/ Employment	Micha Liberty	micha@libertylaw.com	http://www.libertylaw.com/
Liuzzi/ Murphy/ Solomon	Personal Injury/Labor & Employment	Michael Solomon	mike@lmslaw.com	N/A
LoopT, Inc.	In-house Counsel	Brian Knapp		loopt.com
Mary L. Shapiro Law, PC	Internet Law, Copyright/Trademark	Mary L. Shapiro	mary@maryshapiro.com	maryshapiro.com
mFoundry	In-house Counsel	Christina Clemm	Christina@mfoundry.com	www.mfoundry.com
McGuinn, Hillsman & Palefsky	Maritime/Personal Injury	John Hillsman	uroy3@aol.com	http://www.mhpsf.com/
McKesson Corporation **	International and Domestic Tax Law	Patrick Stodel	patrick.stodel@mckesson.com	www.mckesson.com
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Alameda County Public Defender	Various units, see website	Brendon Woods	brendon.woods@acgov.org	acgov.org

California Appellate Project	Criminal Law/Habeas Corpus/Death Penalty Appeals	Melissa Hooper	mhooper@capsf.org	http://www.capsf.org/
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Contra Costa County Office of the District Attorney	Various units, see website	Brian Feinberg	bfeinberg@contracostada.org	http://www.co.contra-costa.ca.us/203/District-Attorney
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